Carlos Villanueva

Senior Litigation Paralegal | Litigation Paralegal

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PROFESSIONAL SUMMARY

Litigation paralegal with six years supporting commercial and employment cases in Texas state and federal courts. Drafts discovery, manages document productions in Relativity, files through eFileTexas and CM/ECF, and prepares trial exhibits and witness binders. NALA Certified Paralegal and bilingual in English and Spanish.

PROFESSIONAL EXPERIENCE

Senior Litigation Paralegal

Feb 2023 — Present

Brennan Ochoa & Whitley LLP · Austin, TX

- Support three partners on about 40 active commercial and employment matters in Texas state and federal courts, managing deadlines and filings for each.
- Draft initial disclosures, requests for production and interrogatory responses, and prepare privilege logs for attorney review.
- Manage Relativity workspaces for document review and productions, coordinating vendors and keeping Bates ranges consistent across rolling productions.
- Prepared exhibit lists, witness binders and courtroom technology for two jury trials and an arbitration, staying on site for daily trial support.

Litigation Paralegal

Jun 2020 — Jan 2023

Guadalupe Street Law Group · San Antonio, TX

- Handled filings through eFileTexas and CM/ECF for a busy plaintiff employment practice, checking local rules and formatting before each submission.
- Summarized depositions and organized medical and payroll records into chronologies used by attorneys during settlement negotiations.
- Communicated with Spanish-speaking clients about document requests and hearing dates, and translated client documents for attorney review.

EDUCATION

BA, Political Science — Hill Country State University **2019**

Paralegal Certificate (ABA-approved) — Alamo Ridge College **2020**

SKILLS

Technical: Commercial litigation, Employment litigation, Discovery drafting, Relativity, Document productions and Bates numbering, eFileTexas, PACER and CM/ECF, Deposition preparation, Trial exhibits, Westlaw, iManage, Spanish (fluent), Docketing

Certifications: Certified Paralegal (CP), NALA