

KELLI (MORO) RADNOTHY

▪ Sparks, NV 89431 ▪ 805-215-3459 ▪ kelli@kradconsulting.com ▪

SUMMARY

Senior level paralegal displaying strong analytical skills and diligence in all aspects of project management. Detail oriented with an in-depth understanding of legal terms, applications and practices. Over 14 years of experience supporting attorneys in various areas of law. Solid critical-thinking skills with meticulous attention to detail to ensure accurate procedural application and delivery of work product. Works best in a fast-paced team environment while able to prioritize and manage simultaneous projects. Supervisory skills properly used to effectively meet deadlines and delegate tasks as needed.

PROFESSIONAL EXPERIENCE

KRAD CONSULTING, Reno, NV

2017 - Present

Owner, Paralegal Consultant, Independent Contractor

- Research, propose and negotiate contracts for independent paralegal support and trial services.
- Organize land and title documents, financial statements and due diligence research supporting public bond financing.
- Prepare case materials for discovery, review and production.
- Create demonstratives based on claims and facts.
- Draft pre-trial calendars and guidance materials.
- Research and analyze local rules and procedures.
- Maintain continued education and local resource alignment.
- Develop client base and enrich business development.

PROCOPIO, CORY, HARGREAVES & SAVITCH LLP, San Diego, CA

2014 - Present

Paralegal

- Create case specific timelines of key facts, documents and characters.
- Maintain high volume, multi-partied document collection, review, production and retention of databases.
- Prepare trial demonstratives and presentations for jury impact and fact building; hot seat for trial and JRC proceedings.
- Analyze and annotate deposition transcripts in preparation for motions, hearings and trial.
- Direct coordination with clients to isolate, obtain and supplement data for discovery and fact investigation.
- Research local and jurisdictional procedures and requirements to ensure compliance.
- Lead trial paralegal for multiple senior partners with active litigation practices varying in healthcare, administrative agencies, probate, insurance and general business arenas.

LATHAM & WATKINS, LLP, San Diego, CA

2005 - 2014

Paralegal

- Daily case preparation and management including creation of summaries and charts, legal research, document preparation, database creation, drafting of legal documents, data updates, filings with the court, hearings, and assisting during trial.
- Research regulatory, scientific, legal and historical documentation for liability identification, fact hunting and issue investigation.
- Experience includes work on cases from inception to and through trial. Areas include but are not limited to general litigation, environmental regulation, environmental waste and site clean-up, employment litigation, intellectual property litigation, patent research, due diligence, energy projects, pro bono humanitarian efforts and corporate governance.
- Lead paralegal on a large, ongoing environmental site clean-up. Second lead paralegal on excess carrier insurance coverage case.
- Lead paralegal on a Federal trial litigating claims of over 1600 plaintiffs.
- Second lead paralegal for evidentiary hearings in front of the California Public Utilities Commission.

BAYUK & ASSOCIATES, San Diego, CA

2003 - 2005

Legal Assistant

- Preparation of pleadings, discovery, client communications and file management.
- Reviewed and summarized depositions as coordinating insurance counsel for joint-defendant vaccine litigation.
- Reviewed, analyzed and summarized production documents, created discovery responses, scheduled depositions and performed factual research.
- Oversaw all calendaring and managed pre-trial and trial deadlines.

STEPHEN K. HALL & ASSOCIATES, San Luis Obispo, CA

2001 - 2003

Legal Assistant

- Prepared pleadings and case materials for court filing.
- Worked directly with clients to complete required administrative materials.
- Time keeper entry, calendaring and court communications.

KELLI (MORO) RADNOTHY

▪ Sparks, NV 89431 ▪ 805-215-3459 ▪ kelli@kradconsulting.com ▪

COMPUTER/TECHNOLOGY SKILLS - Microsoft Office - advanced level (Word, Excel, PowerPoint, Outlook), Adobe Acrobat, LexisNexis, Westlaw, Relativity, Concordance, LiveNote, Carpe Diem, Legal Solutions, ECF filings in Federal and State Courts, iConnect, Trial Director, Eclipse, TextMap and CaseMap

PROFESSIONAL AFFILIATIONS

San Diego Paralegal Association, member (2010-2017), Director (2011, 2012) and Treasurer (2013 – 2016)

CERTIFICATIONS / LICENSES/AWARDS

e-Discovery and Litigation Technology Certificate, UCSD Extension	2017
LexisNexis Paralegal Certificate of Mastery	2013
Wiley W. Manuel Award for Pro Bono Legal Services, State Bar of CA	2010 – 2013
CA Paralegal Certificate	2008

EDUCATION

UNIVERSITY OF CALIFORNIA, SAN DIEGO, San Diego, CA
e-Discovery and Litigation Technology Certificate, 2017

MIRAMAR COLLEGE, San Diego, CA
Paralegal Program, Emphasis in Civil Litigation, ABA Approved, 2008

NORTHERN ARIZONA UNIVERSITY, Flagstaff, AZ
B.S. Criminal Justice, Minor in Athletic Coaching, 2000