

# Tina Khera

Paralegal for Ingo Brauer, Attorney at Law

egr2lrn\_paralegal@yahoo.com

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## Summary

Paralegal for San Jose criminal defense attorney. Researches various legal issues and drafts appropriate documentation, with focus on Motions and Petitions for Writ of Habeas Corpus

## Specialties

Certified Notary Public, State of California

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## Experience

### **Paralegal at Ingo Brauer, Attorney at Law**

November 2004 - Present (4 years 8 months)

Paralegal for criminal defense attorney. Research and prepare motions, briefs, petitions and other documents.

### **Paralegal at John F. Bradley, Jr., Attorney at Law**

April 2005 - April 2008 (3 years 1 month)

Paralegal for civil attorney specializing in disputes, breach of contract, collections, loans, checks, a/r, judgments enforced, commercial claims, sales of goods, services rendered, construction disputes, personal injury.

### **Paralegal at McAlister & McCarthy**

October 2004 - March 2005 (6 months)

Drafted correspondence to clients, insurance companies, opposing counsel, and others. Drafted pleadings, including cross-complaints, and responses to discovery. Prepared "demand packages" to insurance companies, in personal injury disputes by preparing exhibits and charts in support of proposed settlement. Researched using various online databases and hardcover materials. Completed Civil Judicial Counsel forms using Legal Solutions.

### **temporary staff at Various firms in No. California**

January 2004 - September 2004 (9 months)

\*Various jobs through temporary placement firms and personal referrals, including work as file clerk, legal secretary, and/or project assistant with firms including Wilson, Sonsini, Goodrich and Rosati; Heller, Ehrman, White and McAuliffe; Geron Corporation; Mayer, Brown, Rowe & Maw; and Forge & Associates (Fireman's Fund, San Francisco branch).

- Updated and filed materials relating to cases in office libraries. Reviewed documents per date criteria, removed confidential status of documents to be produced, and redacted documents using Introspect online database. Indexed produced documents using Microsoft Excel. General boxing,

filing, and labeling documents for offsite storage. Reviewed case rooms and records department to verify location of various documents.

**Paralegal for construction defect firm at Law Offices of Bustamante & O'Hara**

2003 - 2003

Reviewed and organized client documents in terms of relevance and privilege in preparation for production to document depository. Indexed and coordinated relevant, non-privileged documents according to Bates range, for delivery to depository. Prepared for and attended site inspections and destructive testing of subject property. Drafted correspondence to clients, insurance companies, opposing counsel, and others. Drafted pleadings, including cross-complaints, and responses to discovery. Prepared matrices and summaries. Researched using various online databases and hardcover materials. Completed Civil Judicial Counsel forms using Legal Solutions.

**Paralegal's Intern (school breaks. etc.) at Geeta Gujral**

June 1996 - March 2003 (6 years 10 months)

Prepared wills, living trusts, and related documents. Completed federal bankruptcy forms using Legal Solutions software. Drafted pleadings, including discovery responses using Corel WordPerfect. Formatted Corporate Agreements.

**Summer Legal Intern at Legal Services Program**

2000 - 2000

Investigated cases and researched issues using various sources. Prepared pleadings and other memoranda under attorney supervision. Observed client interviews. Organized and updated law library materials.

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**Education**

**UCLA Extension**

Attorney Assistant Training Program, Certificate in Litigation, 2002 - 2002

**University of La Verne**

Law, 1999 - 2001

**University of California, San Diego**

Sociology, Minor in Law & Society, Area of Focus in Literature, 1995 - 1999

**Activities and Societies:** Sangam South Asian Indian Organization (Publicity Chair 1997-1998; Community Service Chair 1998-1999)

Revelle College Life & Times Newsletter (1995)

UCSD Band (1995-1996)

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**Interests**

reading, non-legal writing, watching stand-up comedy

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[Contact Tina on LinkedIn](#)