

Kathryn Amato

SKILLS

Experienced Paralegal/Secretary with excellent office management and client relation skills in the areas of Criminal, Municipal, Matrimonial, and Civil Rights litigation. Proficient in Microsoft Office programs, PACER, ECF, Timeslips, Quickbooks, PCLaw, LexisNexis, and Amicus. I also serve as a Notary Public.

EXPERIENCE

Ackerman & Alsofrom Law Offices, Northfield, NJ – Paralegal/Legal Assistant

September 2016 – Present

- Manage all cases and filings for the Prosecutor of Egg Harbor Township, Northfield and Linwood
- Communicate with various police departments on behalf of the State regarding records of all municipal court cases
- Draft and prepare all pleadings, correspondence, motions, filings, etc. specific to the Superior Court of New Jersey
- Liaison between attorneys, clients, various courts, other law firms, and all charged Defendants in various municipalities

Reynolds & Scheffler, LLC, Northfield, NJ – Paralegal/Office Management

September 2014 – September 2016

- Report directly to four different attorneys with a broad range of responsibilities encompassing the timely and complex preparation of cases from the discovery to the trial phase.
- Manage all new criminal, municipal, and matrimonial files.
- Prepare pleadings, motions, and correspondence in accordance with all deadlines.
- Maintain and update multiple court calendars and ensure that no court dates conflict.
- Utilize my skills in Timeslips to ensure all clients are billed accurately and timely.
- Liaison between attorneys, client, courts, and other law firms.

Law Office of Daniel Price, Esq., Columbus, OH – Paralegal

May 2009 – September 2014

- Prepared pleadings, motions and correspondence for various areas of litigation.
- Drafted and revised Last Wills and Testaments, Power of Attorneys, Living Wills, and Trusts.
- Scheduled depositions and other formal meetings between attorneys and clients with proper notification.
- Maintained and updated multiple county court calendars.
- Recorded and tracked billable time through attorney program, Amicus.

EDUCATION

The Ohio State University, Columbus, OH December 2017

Bachelor's Degree, Forensic Psychology, Dean's List

Shelby Senior High School, Shelby, OH June 2010

Diploma