



**LYNDA SANTI RICE**

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331-229-3315

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**PROFESSIONAL EXPERIENCE**

PROFESSIONAL ANALYSIS AND CONSULTING, INC., Naperville, Illinois **2010 – Present**

***Project Administrator***

- Provide support to engineers in a variety of disciplines in matters concerning product liability, wrongful death and personal injury.
- Review of voluminous documentation and organization of project materials.
- Maintain detailed calendar system relative to client contact, deadlines and follow-up as to project status and file materials.
- Preparation of extensive trial exhibits, trial notebooks and deposition notebooks.
- Assist with recording and maintaining chain of custody of artifacts for projects.
- Abstract depositions, medical records and employment records.
- Provide clients with dedicated communication and timely responses.

PACKER ENGINEERING, INC., Naperville, Illinois

**2007 – 2010**

***Adjunct Consultant – Paralegal***

- Supported highly specialized teams of engineers and legal counsel in all matters of product liability, personal injury, and wrongful death.
- Conducted in-depth research and the abstraction of depositions, medical records and employment records.
- Reviewed voluminous project documentation and prepare case summary reports.
- Coordinated case management efforts for specialized teams in preparation for trial.
- Preparation of trial exhibits and notebooks.

RICE & ASSOCIATES, INC., Wheaton, Illinois

**1995 – 2007**

***Office Manager/Senior Paralegal/Executive Administrative Assistant***

- Responsible for all office operations for firm specializing in matters of personal injury, medical malpractice, and product liability litigation, including the management of office personnel and all external advertising and marketing efforts.
- Performed diversified accounting and financial activities including internal payroll, A/P, A/R, collections, expense reports, ledger reconciliation, journal entries, and month-end reporting.
- Managed full life-cycle of numerous legal matters, including the drafting of pleadings, motions, discovery responses, and trial preparation and attendance.
- Held executive-level support responsibilities including the management of schedules, developing correspondence, and handling highly sensitive and confidential matters in a professional and discreet manner.
- Provided clients with dedicated and responsive support during consultative and litigation matters, ensuring the achievement of expected performance and service benchmarks.

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- Directed communication with clients, vendors, insurers, manufacturers, government and law enforcement agencies, and legal counsel.

GREENE JONES BRISSKE & RICE, INC., Wheaton, Illinois

1992 – 1995

*Legal Assistant*

- Assistant to partner of general practice law firm concentrating in matters involving personal injury, product liability, and medical malpractice litigation
- Extensive experience with automobile insurance defense litigation as well as plaintiff's litigation of automobile injury claims
- Maintained and organized voluminous medical records and specials.
- Prepared written discovery responses and ensured the completeness of opposing party responses.
- Created and maintained internal attorney diary and case management/docketing system.
- Prepared and coordinated witness testimony and exhibits for deposition and trial.
- Assisted with external marketing and advertising including the generation and follow-up of prospective client leads and referrals, capitalizing on new market opportunities, preparing marketing collateral, and coordinating presentations and firm-sponsored events.

HINSHAW & CULBERTSON, INC., Lisle, Illinois

1989 – 1992

*Legal Assistant*

- Legal Assistant to Managing Partner of satellite office to insurance defense law firm.
- Handled highly sensitive and confidential material.
- Responsible for the dictation and transcription of case-related documents, including correspondence, pleadings, and discovery responses.
- Prepared and assisted with the implementation of internal administration and operational policies.
- Maintained attorney's calendar and coordinated schedules with case docket.

## **EDUCATION**

AMERICAN INSTITUTE FOR PARALEGAL STUDIES – Wheaton, Illinois

*Paralegal Certificate*, 1995

Courses: Real Estate Law, Family Law, Criminal Law, Litigation, Torts, Estate & Probate Law, Business Law, and Legal Research & Writing.

TRITON COMMUNITY COLLEGE – River Grove, Illinois

Significant Courses: Legal Terminology, Business Law, Business English, Speedwriting and Court Stenography.

## **HONORS**

Trustee's Honorship Scholarship for Scholastic and Leadership Excellence