

Julie A. Jasper
1240 Ives Lane
Plymouth, Minnesota 55441
763.546.7605 (home)
763.300.8878 (cell)

Summary

I have over 25 years of experience as a certified paralegal working both with major law firms and large corporations. I have managed complex discovery and document projects (including extensive privilege reviews) in general litigation, international arbitration, mass torts, and commercial litigation. I have worked on teams with lawyers and legal assistants across the country and have also been responsible individually for case management and project supervision. I am familiar with Word Perfect, Word, Excel, and various databases such as Summation and IConect (or whatever). I am familiar with Westlaw and skilled at cite-checking legal briefs and material (or whatever). My key strengths are attention to detail, instituting and executing rigorous document control protocols, working closely with lead counsel as well as with associates to manage the discovery process, and, because I have also worked in-house, identifying and serving client needs.

Education

- 1978 Bachelor of Arts, University of Minnesota
- 1980 Paralegal Certification, University of Minnesota

Experience

- 1980 – 1982 Paralegal, Briggs & Morgan - Construction litigation
- 1982 – 1986 Paralegal, Control Data Corporation - General litigation; Preventive law audits; Transactions; International arbitration, U.S Iran Claims Tribunal
- 1986 – 1992 Litigation Paralegal, Oppenheimer, Wolff & Donnelly – Products liability litigation; International arbitration; Trial preparation, assistance and follow-up
- 1992 – 1996 Litigation Paralegal (contract basis) – Popham Haik Schonbrich & Kaufman and Ceridian Corporation – Discovery and document management; Class action preparation
- 1996 – 1999 Litigation Paralegal, Kelly & Berens – Senior-level case management and organization

1999 – 2000 Litigation Paralegal, Lutheran Brotherhood – Document retrieval and management in preparation for class action

2000 - Realtor, Epic Realty

2006 Litigation Paralegal (contract basis) – Document production project

Volunteer Experience

Service activities with the public schools – PTA; carnival; gift wrap sales; class parties; field trips; picture day; book sales; theatre productions

Church stuff - fill in later

Local Theatre – Catered opening nights for a theatre company and was a shepherdess for their lamb

References available upon request