

Matthew Taylor Jr.

821 Boone Dr. Brentwood CA 94513

(925) 864-1656

m.taylor203@gmail.com

LEGAL EXPERIENCE

Paralegal | Law Offices of Triano & Byrne | Berkeley, CA ~ Jan 2016 - Current

- Performed document quality control, redactions and labeling
- Maintained client / matter specific libraries in hardcopy or electronic format
- Learned and utilized the firm's technology, including firm-wide applications as well as applications specific to the relevant practice group
- Managed client intake and discovery processes
- Managed all case files and evidence both electronically and in hard copy through stages of discovery, litigation and trial
- Managed time entry and billing software, prepared client billing statements, financial reports
- Filed pleadings with court clerk and completed e-filing with state courts
- Day to day office administration including: answering phones, maintaining calendars, ordering office supplies and administering the comprehensive client database
- Managed and reconciled trust account records
- Drafted client fee agreements for all new clients
- Drafted and edited various correspondence
- Supervised and delegated tasks to legal staff to ensure reception duties are completed to office standard.

Paralegal Intern | Layton Law Office | Brentwood, CA ~ March 2015 - July 2015

- Performed legal research using Lexis Nexis and West Law
- Completed Family Law Judicial Council Forms - PODs, Income Declarations, etc
- Assisted in drafting multiple demurrers in multiple personal injury cases
- Performed case law research
- Experience with Martin Deans legal document system

EXPERIENCE

Online Customer Service Rep | Wells Fargo Bank | Concord, CA ~ June 2015 - November 2015

- Engaged every customer by phone with information and suggestions for new financial products or services focused on satisfying all of Wells Fargo's customers' financial needs
- Met and exceeded monthly sales goals

- Maintained a calm and professional attitude while assisting with customer complaints and claims
- Completed customer transactions and navigation over the phone

Service Specialist | Wells Fargo Bank | Pleasant Hill, CA ~ December 2013 - June 2015

- Provided excellent customer service while representing company values
- Introduced customers to products and services and generate leads for cross selling
- Maintained and balanced a cash drawer daily
- Processed multiple transactions throughout the day while adhering to banking regulations
- Maintained a professional demeanor in a fast paced environment, while paying close attention to detail

Electronics Team Trainer | Target | Antioch, CA ~ June 2008 - December 2013

- Supervise electronics department team to ensure the following:
 - Weekly sales goals are being achieved
 - Continuing team product and company policy knowledge
 - Training new team members
 - Maintaining a healthy team environment

EDUCATION

California State University East Bay, Hayward, CA ~ American Bar Approved Paralegal Studies Program

- Paralegal Certificate
- Courses completed include Introduction to Law; Litigation I & II; Legal Research & Writing I & II; Contract Law; Personal Injury and Tort Litigation; Ethics; Computer Applications

Los Medanos College, Pittsburg, CA ~ Associates Degree, In Progress

- Political Science Major

Liberty Union High School, Brentwood, CA ~ Diploma Earned 2008

- Business and Technology Student Award

Certifications

Notary Public Commission # 2088523

Paralegal Certificate