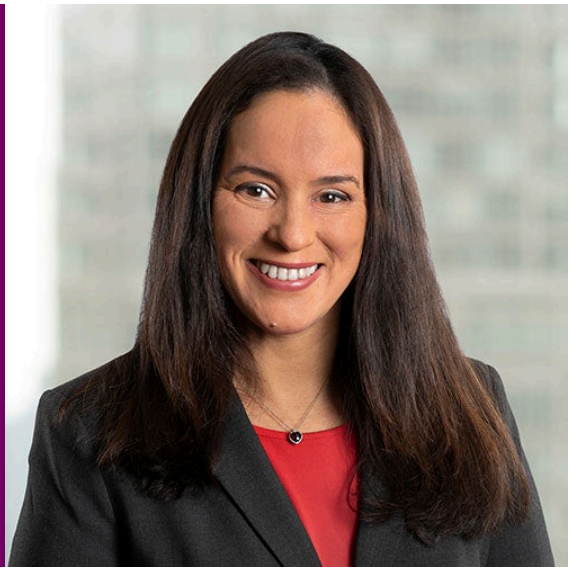
Allison J. Ordoñez

Paralegal

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OVERVIEW

Allison is a paralegal with more than 20 years of litigation experience. She drafts motions, pleadings, and discovery responses, and handles EBT Calendar Management, including deposition and court appearance calendars. Allison assists in trial preparation and case management; drafts court documents; assembles exhibits; reviews discovery, investigative reports, and agreements; conducts factual investigations and legal research; performs document production; and prepares client reports.

TOP AREAS OF FOCUS

- Business Litigation
- Litigation + Trial

PROFESSIONAL/COMMUNITY INVOLVEMENT

- Member of the Greater New York Paralegal Association
- Volunteer, New York Road Runners
- Volunteer, Girls Scouts of Greater New York

EDUCATION AND CERTIFICATIONS

EDUCATION

- The City University of New York, John Jay College of Criminal Justice, B.S., *cum laude*

CERTIFICATIONS AND MEMBERSHIPS

- New York Paralegal School Paralegal Certificate

LANGUAGES

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- Spanish