

Rebecca S. Snyder

Paralegal

Atlanta

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**OVERVIEW**

Rebecca is a paralegal and legal operations professional with experience supporting attorneys and organizations in law firm and in-house settings. She manages litigation matters, coordinates discovery and subpoenas, prepares legal documents, and assists with corporate governance and compliance.

Rebecca drafts pleadings, maintains case calendars, and supports all phases of litigation and corporate operations. She also trains legal staff on eFiling and case management systems, maintains litigation databases, and implements efficient legal processes.

TOP AREAS OF FOCUS

- Privacy + Cyber

PROFESSIONAL EXPERIENCE

- Legal operations specialist, CARE International (2024-2025)

EDUCATION AND CERTIFICATIONS**EDUCATION**

- Valdosta State University, Masters of Library and Information Science, 2016
- Kennesaw State University, B.S., 2008, geographic information science