

## Tiffany Cunningham

Paralegal

West Palm Beach

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### OVERVIEW

Tiffany has more than 20 years of certified paralegal experience, and she collaborates with attorneys to support them in efficiently delivering superior client service. She focuses on consumer finance and class action litigation, but also has experience in aviation litigation, broker-dealer litigation and arbitration, business formation and corporate litigation, condominium law, health care litigation, land trusts, personal injury, TCPA litigation, and trust and estate litigation.

Tiffany excels in managing high-volume litigation data and assisted with the development of a proprietary web-based application called Case Tracker to enhance case management and profitability. This system was used to track case data and billing statistics for thousands of cases to manage caseloads, ensure efficient case resolution, maximize profitability, and generate customizable reports for clients and attorneys.

Tiffany's experience includes:

- Preparing and organizing materials for depositions, hearings, mediations, arbitrations, and trials.
- Attending hearings and serving on trial teams.
- Preparing and maintaining deposition exhibit lists, trial exhibit lists, and witness lists.
- Managing all aspects of discovery including drafting, organizing, reviewing, redacting, and producing documents, and preparing production indices and privilege logs.
- Conducting legal and fact research.
- Creating and maintaining case databases.
- Preparing memoranda for litigation teams regarding protocol for case intake, management, case resolution/settlement, and closing procedures.
- Training attorneys, paralegals, and other personnel on client guidelines.
- Developing and implementing methods to improve efficiency, lower cost, and maximize profit.
- Providing clients with case information, pleadings, and status updates.
- Creating and maintaining shared calendars and spreadsheets for various litigation teams.
- Providing litigation teams with customized monthly status reports.
- Navigating consumer finance clients' databases to obtain customer data, account coding, bankruptcy and

foreclosure case details, call records, property data, payment histories, servicing notes, and loan files.

## **TOP AREAS OF FOCUS**

- Consumer Financial Services
- Financial Services Litigation
- Insurance + Reinsurance

## **ALL AREAS OF FOCUS**

- Consumer Financial Services
- Financial Services Litigation
- Health Care + Life Sciences
- Insurance + Reinsurance
- Litigation + Trial

## **PROFESSIONAL EXPERIENCE**

- Paralegal Impressions, LLC, West Palm Beach, FL (2016-2025)

## **EDUCATION AND CERTIFICATIONS**

### **EDUCATION**

- University of Illinois Chicago, B.A., *with college honors and high distinction*, 2003, criminal justice