

## Yolanda Cameron

Paralegal

Chicago

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### OVERVIEW

Yolanda has more than 30 years of legal support experience. Her extensive knowledge of the litigation process and tech savviness allows her to dive in and support litigation teams at any point in all phases of the litigation process. With experience working with state, federal, and appellate courts, as well as arbitrations and mediations, Yolanda is skilled in working with document-intensive matters, client document collections, document review, and document productions.

Previously, Yolanda worked as a paralegal at a boutique IP law firm, and as a legal assistant and staff manager for a small plaintiff's commercial litigation firm. Through these experiences, Yolanda developed a thorough knowledge of the litigation process, including pleadings, discovery, motions, trial, and appeals.

### REPRESENTATIVE MATTERS

- Maintains monthly client reports to monitor case statuses.
- Reviews and analyzes documents and report findings via written and/or verbal communication.
- Conducts research utilizing Westlaw, court websites, the internet, Pacer, and other resources.
- Develops and maintains case management and case organization protocol.
- Assists with the organization and management of document productions and client collections.
- Assists with document review, tagging, redactions, and other related database activity.
- Assists with the preparation and maintenance of document production, privilege, and redaction logs.
- Assists with deposition preparation and preparation for arbitrations, trials, meetings, presentations, and workshops.
- Creates and maintains deposition exhibit, trial exhibit, and witness lists.
- Assists with the creation and maintenance of case/trial strategy spreadsheets.
- Manages the organization and maintenance of case files using technology and storage resources.
- Serves as a liaison with departments, courts, clients, counsel, and others on behalf of attorneys.

### TOP AREAS OF FOCUS

- [Health Care + Life Sciences](#)
- [Litigation + Trial](#)

### ALL AREAS OF FOCUS

- Health Care + Life Sciences
- Health Care Litigation
- Insurance + Reinsurance
- Litigation + Trial

## **EDUCATION AND CERTIFICATIONS**

### **EDUCATION**

- Lewis University, M.A., 2017
- Roosevelt University, B.A., 2011