

Patrick Kelly
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OBJECTIVE

An entry level paralegal position where I can utilize my training and experience in the legal field.

PROFESSIONAL EXPERIENCE

Office of the District Attorney, San Mateo County

Feb – Mar 2007

Internship

- Assisted in discovery of documents and transfer of documents to digital files.
- Copied and Bate-stamped case documents.
- Prepared documents and exhibits for trials.
- Research projects to determine if crimes were classified under State or Federal Regulations.
- Checked files to determine if further information was required from Courts.
- Reviewed files to verify if victims of crimes were entitled to restitution. Drafted letters indicating entitlement to restitution including details on application procedure.

NIDEK Inc., Fremont, CA

QA & Clinical Education Dept. Manager

Mar 2006 – Jan 2007

- Assisted in litigation matters such as working with legal counsel in researching documents for discovery including bate-stamping and preparing copies of documents.
- Involved in depositions related to product liability and malpractice.
- Supervised Quality and Regulatory Department on FDA compliance issues.
- Assisted in drafting Standard Operating Procedures.
- Participated in internal QA audits.
- Investigated hazard and non-hazard complaints.
- Helped to expedite the resolution of the complaints.
- Organized semi-annual Manager Review Meetings to review quality related issues.
- Provided training to all employees on quality procedures.
- Maintained calibration schedule to ensure that all test equipments were properly and timely calibrated.

Service Manager

Nov 1997 - Mar 2006

- Hired and managed 20 Field Service Engineers and Administrative Staff in Fremont office and throughout United States.
- Established Excimer Service Division when product was approved by FDA in 1998.
- Established training programs for Field Service Engineers and monitored their progress.
- Developed service contracts programs and formulated costs.
- Maintained large service contract base of 400 contracts.
- Established programs and customized service contracts which increased service revenue by 10% annually over 3 years.
- Worked closely with Accounting Department to monitor Accounts Receivable.
- Assisted Clinical Education Department on developing training courses for physicians and technicians.
- Assisted in coordination of attendance at ophthalmic conventions.
- Developed and enhanced relationship with customers at conventions.

**Coherent Medical, Santa Clara, CA
Service Coordinator for Western Region**

Jan 1995 - Nov 1997

- Troubleshoot problems with customers over the phone.
- Scheduled repair calls and scheduled maintenance calls with customers.
- Updated customer database.

EDUCATION

- AS Degree in Paralegal Studies and Paralegal Certificate May 2007
(ABA Approved Program)
West Valley College, Saratoga, CA

Related Courses:

- Civil Litigation, introduction and advanced
- Contract Law
- Corporate Law
- Family Law
- Evidence and Trial Preparation
- Legal Research and Writing
- Legal Analysis

- AA Degree in Liberal Arts May 2007
West Valley College, Saratoga, CA
- Diploma in Legal Studies Dec 1993
College of Commerce, Dublin, Ireland

REFERENCE

- Available upon request.