



## Laura V. Milano

Paralegal

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With over 13 years of experience as a litigation paralegal, Laura has extensive experience in all aspects of paralegal work: legal writing, legal research, factual research (ex. land records, SEC filings using EDGAR, etc.), discovery management, depo and hearing preparation, Bluebooking, cite-checking, Shepardizing, tracking regulatory matters, and conducting filings with courts and administrative agencies. She is adept at familiarizing herself with the local rules of any jurisdiction and communicates effectively with the courts to ensure filings are compliant. Laura's broad experience includes complex litigation and appellate practice in a myriad of jurisdictions.

Laura recently worked directly with a client on data analysis requests using Excel and PowerPoint, creating pivot tables, detailed graphs, and presentations. This analysis work was used by the client for various corporate reports and meetings. Her presentation work using PowerPoint has ranged from editing to creating animations.

In 2008, Laura was a proud honoree of the Daily Record's Unsung Legal Heroes Award for Paralegal of the Year. She currently sits on the advising board for CCBC's Legal Studies program. Occasionally, she speaks on campus, in classes, and at forums to paralegal students about their career options.

### Education

- University of Maryland - Baltimore (B.A.)
  - History
- Community College of Baltimore County (Paralegal Certificate)

### Technology Skills

- Westlaw
- Concordance
- Summation
- Relativity
- CasePoint
- Serengeti

- CaseMap
- ECF
- MDEC
- LexisNexis File Serve
- CaseFileXpress
- PACER
- Microsoft Office