

Pawla A. Chaumet

Specialized Professional Competence

- Prepare, organize, and review trial exhibits and deposition exhibits
- Review, organize, and maintain project file material
- Summarize depositions and medical records
- Print and reproduce corporate work product and correspondence
- Enter, transcribe, record, store, and maintain information in written or electronic form

Professional Qualifications

- Bachelor of Science, Communications, 2013
Franklin University, Columbus, OH
- Dynamic Analysis Group LLC, 2015 – present
Paralegal Support/Administrative Assistant – Provide technical support services for automotive engineering consulting, including preparation of exhibits, communication with clients, schedule coordination, and materials organization.
- San Jacinto River Authority, 2012-2014
Administrative Assistant II – Responsible for invoice processing, managing purchase orders, creating & maintaining division budget, processes & procedures, administrative tasks & training call center receptionists.
- Cornell University-Robert Purcell Community Center, 2009-2011
Student Manager/Supervisor – While attending Cornell University, responsible for daily service center operations, supervised staff of 20 student workers, accountable for security-sensitive items & customer service to students, faculty & campus visitors.