

NATALIE A. ANDRUS

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PROFESSIONAL EXPERIENCE

Paralegal Specialists, LLC, Rockford, Michigan 1993-Present

Owner/Contract Paralegal Specialist

Provide senior level paralegal services to law firms nationwide.

Davenport University, Grand Rapids, Michigan 1994-2001

Adjunct Instructor of Paralegal Studies Bachelor's Degree Program

Taught business and paralegal courses while coordinating an internship program.

Dickinson Wright, Grand Rapids, Michigan 1990-1993

Recruitment Coordinator, Senior Paralegal and Paralegal Coordinator

Coordinated lateral attorney, summer associate and paralegal hiring.

Provided corporate, environmental, employment and commercial litigation paralegal services.

Miller Johnson, Grand Rapids, Michigan 1989-1990

Litigation Paralegal

Provided commercial and employment litigation services.

Ferguson Widmayer & Clark, Ann Arbor, Michigan 1987-1989

Legal Assistant

Provided corporate, employee benefit, estate planning and litigation legal assistance.

Richard Zambon, Attorney at Law 1985-1986

Legal Secretary for general practice including civil and criminal law.

EDUCATION

Eastern Michigan University, Ypsilanti, Michigan 2004

Master of Liberal Studies (Legal Studies and Legal Technology) Magna Cum Laude

University of Michigan, Ann Arbor, Michigan 1989

Bachelor of Liberal Arts, Pre-Law (Business/English)

COMPUTER/SOFTWARE PROGRAMS

Microsoft Office, Word, Word Perfect, E-Discovery, Relativity, Lexis, TrialSmith, Rackspace, Keep&Share, and Lexis/Nexis Sanction Presentations Software

HOBBIES

Traveling abroad including Aruba, Austria, Bahamas, Brazil, Costa Rica, Denmark, England, France, Grand Cayman, Germany, Greece, Italy, Jamaica, Netherlands, Russia, Spain, Sweden, Switzerland and Turks Caicos

AWARD/SPEAKER

American Association of Justice Paralegal of the Year – Chicago and AAJ Speaker 21st Century Trial Paralegal