

Thomas A. Abrams
Office: P. O. Box 51885
New Orleans, LA 70151
Phone: (504) 942-7595; (504) 606-8145
E-Mail: TomAbrams@hotmail.com

Dear Sir/Madam:

Please accept the attached résumé as application for law office positions open at your firm. I have a B.A. degree and more than 15 years of experience assisting plaintiff and defense attorneys in many areas of law, including: personal injury, medical malpractice, workers' compensation, bankruptcy, estate planning, construction and corporate law; as well as criminal and civil appeal work and editing two CCH reference manuals on employment law.

I have a strong working knowledge of all computer office software (MS Word, WordPerfect; Access databases, Dictaphone, etc., +70-wpm/tested; Westlaw, etc.). My law office skills include extensive typing and drafting of pleadings and motions, discovery and responses, correspondence; general trial preparation, summarizing medicals, depositions and trial transcripts; preparing appeal writs; bankruptcy, immigration, estate planning and corporate law form-work; updating, organizing and managing paper and computer files and databases; scheduling meetings, depositions, hearings; maintaining calendars; client contact and other general law office duties.

Contact me at your earliest convenience. Thank you.

**Sincerely,
Thomas Abrams**

Résumé of Thomas Abrams:



THOMAS A. ABRAMS
Office: P. O. Box 51885
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JERRY L. HERMANN
HERMANN & KOPFLER
Houma, LA
Contract Paralegal

1/2002-present

“Westlaw” research and related memos for numerous Jones Act cases.

HERMAN, HERMAN, KATZ & COTLAR, LLP
SHIELDS MOTT LUND, LLP
ADAMS & REESE, LLP
New Orleans, LA
Contract Paralegal

2000-9/2001

For the past year I have worked on a temporary contract/project basis primarily at Russ Herman's firm in the areas of medical malpractice (Joseph A. Kott, M.D., J.D.) and serious personal injury and class actions (James C. Klick, Esq.). Also last year I worked 6-month assignments in construction law and general litigation (Dan Lund, Sonny Shields); and six months at Adams & Reese assisting in the (defense) settlement of an asbestos class action.

LINDA M. MEYER, ATTORNEY AT LAW
New Orleans, LA
Paralegal/Legal Support Staff

1999 - 2000

Ms. Meyer has a busy plaintiff personal injury and workers' comp practice (previously with Roberts, Katz & Baudier, and presently Bruno & Bruno). My job duties ranged from client interviews to trial preparation, extensive word processing, writing and editing; answering and drafting discovery, pleadings, motions; file management, maintaining attorney's calendar, etc.

DENGEL & WALWORTH, ATTORNEYS AT LAW
New Orleans, LA
Paralegal

1992 - 1998

Until retiring in 1998, Carl A. Dengel was a U.S. Bankruptcy Court trustee and practiced in the areas of corporate and tax law, and estate planning. His wife, Deborah R. Walworth (also a board-certified tax attorney) represented Freeport-McMoRan, Inc. My work involved extensive document preparation for both attorneys.

Résumé of Thomas Abrams

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COMMERCE CLEARING HOUSE, INC.
St. Petersburg, FL
Law Book Editor

1988 - 1992

At CCH I "head-noted" and summarized federal court cases related to labor law issues (Title VII, ADA, ADEA, etc.); and edited and updated CCH's *EEOC* and *Federal Contractor Compliance* Manuals, with head-notes, annotations, Federal Register and Congressional Record summaries; indexes, case tables, back references, finding lists, etc. Extensive research, writing, editing and typing.

UNITED STATES BANKRUPTCY COURT
New Orleans, LA
Deputy Clerk of Court

1986 - 1987

Processed bankruptcy court cases (intake, docketing, computer/file maintenance); assisted Judges Brahney and Kingsmill and their law clerks.

LAW OFFICE OF DAVID A.M. WARE AND JOHN FOX
New Orleans, LA
Paralegal

1983 - 1986

Paralegal duties related to general litigation, personal injury and immigration law.

EDUCATION

Bachelor of Arts degree, journalism (LSU/NL). For 7 years after college I was a journalist, during which time I received state press association (and twice the state bar association's "Scales of Justice") awards for in-depth articles on various legal issues (indigent defenders' system, kids in jail, Medicaid fraud, etc.)

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EMPLOYMENT REFERENCES

JERRY L. HERMANN, ATTORNEY:	(985) 851-3311
LINDA M. MEYER, ATTORNEY:	(504) 525-1335
CARL A. DENGEL/DEBORAH WALWORTH, ATTORNEYS:	(504) 586-9764
PAMELA MORAN, ATTORNEY:	(504) 286-8697
DAVID A.M. WARE, ATTORNEY:	(504) 830-5900
JOSEPH A. KOTT, M.D., J.D., SUSAN REPASKY, ATTORNEYS:	(504) 581-4892