

# ANNE L. COBOURN

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Passionate and empathic leader with high emotional intelligence. Ability to manage multiple simultaneous projects while working under pressure in fast-paced, deadline driven environment. Quickly master new roles, responsibilities, technologies, and situations. Reputation for integrity, work ethic, analytical skills to recognize the “big picture”, and problem-solving abilities. Coach and mentor staff and team members. Exceptional intuitive listening, oral and written communication skills. Positive approach to collaboration, networking, and team building, fostering cooperation in gathering, coordinating, and disseminating information.

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## **WORK EXPERIENCE**

### **Litigation Paralegal**

Morgan & Morgan, September 2020- Present

- Provide paralegal support for one attorney and one Paralegal supervisor in Mass Tort litigation
- Review case files to obtain necessary documentation from clients to review and process claims.
- Review and summarize medical records, military personnel records, and draft synopsis for attorney review.
- Phone calls to clients to obtain documentation and provide updates on litigation status.
- Assist supervisory paralegal with projects as needed.
- Update database and spreadsheets with communications from clients and with necessary documentation to process claims.
- Draft Notice of Depositions, exhibits and correspondence to opposing counsel.
- Produce documents to MDL.

### **Personal Certified Life Coach**

Trinity Awakening, LLC, January 2018 – Present

- Coach Highly Sensitive individuals
- Establish patterns holding clients back.
- Teach tools for HSP to thrive and manage stress within their environments.
- Establish goals, line up priorities and monitor progress.
- Assist clients with making decisions about how to improve their personal and professional lives.

### **Litigation Paralegal**

Marciano & MacAvoy, P.C., February 2018 to October 2018

- Provided paralegal assistant to two attorneys on personal injury, medical malpractice, dram shop and general litigation cases in PA and NJ.
- Prepared general correspondence to clients, Courts, law enforcement departments and insurance companies
- Produced and assisted with discovery phase of litigation; researched projects as needed.
- Reviewed and updated Needles case management software for all daily and weekly deadlines
- E-Filed in Philadelphia Court of Common Pleas

### **Paralegal**

Greto Law - Wilmington, DE, December 2016 to January 2018

- Supported four attorneys in personal injury, criminal and general practice in PA and DE.
- Prepared discovery, correspondence, pleadings, motions, subpoenas
- Daily update of paper filing and records management system
- Collected client's medical records and medical bills.
- Assisted with daily operations of Wilmington office.

- E-Filed with the JP Courts, Court of Commons Pleas, Superior, Supreme and District Court

### **Legal Assistant**

Stutman Law - Fort Washington, PA, February 2016 to December 2016

- Provided legal assistant to three attorneys for subrogation law firm.
- Drafted and responded to discovery, produced e-discovery.
- Prepared general correspondence from dictation, pleadings, motions
- Maintained attorney travel calendars and deadlines.
- Daily update of filing and records management systems (ProLaw)
- E-Filed in numerous State and Municipal Courts in Montgomery, Bucks, Chester counties

### **Litigation Paralegal**

Pogust Braslow & Millrood - Conshohocken, PA, February 2015 to January 2016

- Assisted six attorneys with coordination of national mass tort litigation.
- Reviewed client questionnaires and order medical and pharmacy records to investigate merits of claim; Drafted and responded to discovery, prepared correspondence, drafted pleadings, researching various legal issues.
- Prepared trial briefs, binders, exhibits, appendices, indexes for trial; Corresponded via email and telephone with opposing counsel, senior attorneys, and clients and courts.
- Eased clients concern about litigation.
- E-Filed in numerous District Courts State and Municipal Courts (Pennsylvania, New Jersey, New York, Delaware, California, Oregon, Kansas, Louisiana, Florida, Virginia)

### **Accounting Assistant**

Timoney Knox, LLP - Fort Washington, PA, July 2012 to February 2015

- Compiled, managed, and executed attorney billing.
- Maintained contact with attorneys, staff, vendors, and clients and observes confidentiality of clients and firm matters.
- Processed electronic billing and researched and responded to inquiries regarding billing issues and problems.
- Provided support to A/R and A/P, processed all cash and credit card receipts; and addressed any A/P issues
- Performed Lexis-Nexis search for any liens and/or judgments and provided collection serves to all attorneys for past due balances.

### **Paralegal/Office Manager**

Royer Cooper Cohen & Braunfeld, LLC - Conshohocken, PA, November 2010 to July 2012

- Provided paralegal and administrative services to ten attorneys with corporate, employment and copyright law.
- Served as Office Administrator assisting three co-managing partners with daily office functions; Acted as Liaison between office and building management.
- Assisted the project manager with a conversion project & implementation of new Accounting system from QuickBooks to Juris.
- Educated staff and attorneys on using Juris Suite to enter time and process invoices for payment.
- Maintained and ordered all office supplies, assisted with human resources matters, deposited all cash receipts into the bank daily.
- Managed the moving of the office from King of Prussia to Conshohocken; packed the office, obtained quotes from three moving companies, and worked with movers all day on day of move.

- Drafted and responded to discovery, prepared general correspondence; motions and researched various legal issues; E-Filed in numerous District, State, and municipal courts.

### **EDUCATION**

Holistic Cancer Coach, BeatCancer.org, 2019

Certified Life Coach, Get Life Coaching, 2016-2017

Master of Science in Criminal Justice/Intelligence and Crime Analyst, Saint Joseph's University - Philadelphia, PA, 2007 to 2009

Legal Assistant Certification in Paralegal, University of Delaware - Wilmington, DE, 1998 to 1999

Bachelor of Arts in History, Rosemont College - Rosemont, PA, 1993 to 1997, MBNA Scholar

### **PROFESSIONAL SKILLS**

Microsoft: Word, Excel, Outlook, PowerPoint; Litify, Zoom; Lexis-Nexis; Westlaw; Summation; Concordance; Various Timekeeper programs; QuickBooks; ECF; Pacer; E-Flex; Lotus Notes, Analyst Notebook 7; Client Profiles; iManage; Worldox, Needles, and Time Matters, Previously Delaware Notary Public.