



DENISE O'CONNOR

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Experienced paralegal with up-to-date technology, administrative, and marketing skills; a reputation for reliability; creative problem-solving; and balancing efficiency without sacrificing attention to details.

PARALEGAL EXPERIENCE

- Prepared probate documents including petitions, affidavits, notices, motions, and accounting reports;
- Drafted petitions, motions, subpoenas, judgments, and agreements in family law matters;
- Organized and analyzed financial documents for discovery and government benefit applications;
- Completed Medicaid and veteran benefit applications including responses to requests for additional information;
- Coordinated attorney court date calendar;
- Communicated with clients, opposing counsel, caseworkers, and pro se opposing parties;
- Processed petitions and motions via e-filing with the courts.

EDUCATION

2014-2017

College of DuPage, Glen Ellyn, IL

A.A.S. Paralegal Studies – Graduated May 2017

- Degree G.P.A. 4.0/4.0
- ABA Approved Program
- Course of Study included:
 - Family Law
 - Elder Law
 - Legal Research and Writing
 - Civil Litigation
 - Law Office Technology

TECHNOLOGY AND TRAINING SKILLS

- Proficient in MS Office, Outlook, Westlaw, Adobe, and specialized software programs;
- Created opportunities for growth through new innovative technology;
- Trained staff, of all skill levels, to implement technology and track its success;
- Consulted with legal department regarding relevant laws to protect clients' interests.

WORK HISTORY

2017 – 2019

Kabbe Law Group, LLC, Probate and Elder Law Paralegal

2017 – 2017

Law Office of Jennifer S. Wiesner, Paralegal Intern

2012 – 2017

Self-Employed, Marketing & Technology Consultant

2004 – 2012

Shamrock Industries, Carol Stream, IL, Positions Held: Customer Service, Telemarketing Manager, Marketing Director & Technology Trainer