

Amanda “Mandy” Sherman
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LITIGATION TRIAL TECHNICIAN/ SENIOR PARALEGAL

PROFESSIONAL EXPERIENCE

2021- present FREELANCE PARALEGAL (USA)

Delivers contract-based paralegal support to solo attorneys and law firms of all sizes, with a focus on personal injury litigation. Experienced in document drafting and casement management across diverse practice areas. Designs compelling visual aids and trial exhibits, integrating legal graphics aligned with case theory. Adapts seamlessly to varied workflows and platforms including Clio, Needles, Monday.com, Google and ShareFile. Develops and maintains customized templates and checklists to streamline operations, support training, and reduce oversight.

2023-present FREELANCE TRIAL TECHNICIAN – MSMEDIA (USA)

Versatile and self-directed trial support specialist with proven experience across civil and criminal litigation. Provides high-pressure courtroom tech support, including hot seat operation, video editing, and demonstrative creation. Skilled in building and managing trial databases using TrialDirector including organizing exhibits, transcripts, and video for seamless presentation. Designs persuasive visual exhibits with Adobe Creative Suite and configures courtroom A/V systems for reliable performance. Coordinates war room setups and adapts quickly to diverse trial environments, maintaining professionalism and composure under tight deadlines and last-minute changes.

2024-2025 SPENCER FANE, Kansas City, MO (Remote)

Trial Operations Specialist

Highly experienced “hot seat” trial presenter with a proven track record managing real-time courtroom display of exhibits, video, and demonstratives. Skilled in syncing video to transcripts, creating impeachment clips, and enhancing visual evidence using Adobe Premiere Pro and TrialDirector. Adept at editing depositions, designing timeline animations, and producing custom graphics aligned with trial strategy and evidentiary standards. Known for maintaining database integrity, resolving technical issues under pressure, and ensuring all materials are accurate, admissible, and trial-ready. Thrives in fast-paced trial environments, consistently meeting tight deadlines and adapting to last-minute revisions with precision and poise. Provides hands-on training and support to legal teams, simplifying complex workflows and fostering confident use of trial technology. Tracks billable time using Intapp Billstream.

Litigation Paralegal

Remote litigation paralegal specializing in plaintiff personal injury and complex trucking claims, providing end-to-end support from demand drafting to trial. Supports high-volume, complex trucking litigation by drafting tailored demand letters, mediation statements, pleadings, and motions. Summarizes medical records and depositions. Research regulatory databases (SAFER, CRIS, FMCSA). Leads trial preparation including pre-trial documents and trial software coordination.

2006-2022 BROWN, PROCTOR & HOWELL, L.L.P., Fort Worth, Texas

Senior Paralegal (Defense litigation firm- Hybrid)

Seasoned in defense litigation involving personal injury, catastrophic accident claims, and Federal Employers Liability Act (FELA) cases. Collaborates with in-house counsel for major corporations including Union Pacific Railroad, BNSF Railway, and Bell Helicopter. Prepares legal filings, correspondence, and pre-trial materials, while managing billable hours via TABS and Coyote. Designs compelling visual aids using Adobe Creative Cloud to support legal arguments and presentations. Serves as an experienced “hot seat” trial technician using TrialDirector in over 25 trials, including Harris County’s first COVID-era case. Responds to demand letters, assists in settlement negotiations, and supervises paralegal and secretarial staff. Maintains trial calendars and dockets, and summarizes medical records, depositions, and personnel files.

2004-2006 KEITH LAW FIRM, P.C., Fort Worth, Texas

Senior Paralegal (Medical Malpractice/ Complex Personal Injury Plaintiff)

Supervising high-profile cases (e.g., A&M Bonfire litigation, complex medical malpractice, and various chemical exposure), training new hires, and managing pre-litigation processes. Skilled in summarizing depositions and complex medical records, conducting new potential client intakes, and drafting a wide range of legal documents including pleadings, motions, settlement agreements, and annuity paperwork.

1999-2004 LAW OFFICES OF ALLEN MOORE, Odessa, Texas

Paralegal/ Office Manager (Plaintiff Personal Injury Firm)

Leads, trains, and supervises support staff while managing all aspects of working a case through the legal process for settlement. Assists attorneys in trial and deposition prep, including witness coordination and creating workbooks for outlines. Conducts pre-litigation client and witness interviews—both in-office and in correctional facilities. Works closely with insurance adjustors to come to a case resolution through negotiation under the attorneys’ supervision. Trained in workers’ compensation, personal injury, family, and criminal law, bringing a versatile foundation to litigation support and client advocacy.

EDUCATION AND CERTIFICATIONS

Certificate awarded, **TrialDirector**

Certified Signing Agent, **National Notary Association**

Traditional and Remote Online Notary, **certified by NNA and State of Texas**

Bachelor of Arts Degree, **University of Texas - Permian Basin**

Certified Legal Assistant, **National Association of Legal Assistants**

Certificate of Completion, Level II - Legal Assistant, **Odessa College**

REFERENCES

Katharine Reddock (480) 490-7394
Former Supervisor

Daniel Jameson (816) 286-7671
Former Coworker

Randyl Daner (913) 428-2548
Former Supervisor

Elizabeth Haslam (817) 228-6787
Former Supervisor

Graham Michael (214) 693-6690
US Legal Support/ vendor

Benton Bond (713) 854-6094
Former Supervisor/ VP / Counsel for Union Pacific Railroad