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631-949-2541
Middle Island, NY

Donna Ozols

PARALEGAL

Accomplished paralegal with extensive litigation experience and a strong foundation in legal analysis, document management, client relations, and case strategy. Highly adaptable professional seeking to expand into new practice areas or legal-related roles where strong analytical, organizational, and communication skills can add immediate value. Known for learning quickly, taking initiative, and thriving in dynamic environments that require critical thinking, discretion, and collaboration.

CORE COMPETENCIES

Litigation Support
Discovery Management
Medical Record Review
Expert Witness Coordination
Trial Preparation
Case Management
Legal Research
Staff Supervision
Performance Evaluations
Client & Carrier Communication
Time Management

TECHNICAL SKILLS

Microsoft Office
NYSCEF
Adobe Acrobat
Legal Case Management Software

WORK EXPERIENCE

Fumuso Christesen, LLP

1998 – 2024

Supervising Paralegal (2010 - 2024) Paralegal (1998 – 2010)

- Supervised and mentored a team of eight paralegals while managing a high-volume caseload of 200+ medical malpractice and insurance defense matters.
- Directed all phases of litigation, including discovery, document production, medical record review, expert witness coordination, and trial preparation.
- Drafted and filed subpoenas, Requests for Judicial Intervention, stipulations, Orders with Notice of Entry, and other litigation documents while ensuring compliance with court deadlines.
- Coordinated retention of defense experts, managed expert disclosures, and assembled comprehensive case materials for review.
- Oversaw department workflow, delegated assignments, trained staff, and conducted annual performance evaluations to improve efficiency and productivity.
- Maintained strong working relationships with attorneys, insurance carriers, clients, medical providers, and court personnel.

PROFESSIONAL CREDENTIALS

Notary Public, State of New York

EDUCATION

Marquette University

Communications

Penn Foster

Paralegal Certificate