
AMANDA L. FITZHUGH

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Work Experience

Marshall, Dennehey, Warner, Coleman & Goggin, P.C. Pittsburgh, PA
Litigation Paralegal (Medical Malpractice/Workers' Compensation/Casualty/Asbestos) July 2001 – Present

- Summarize medical records, medical bills, discovery responses, depositions.
- Research case law utilizing LEXIS and Westlaw and assist in preparation of Memorandums of Law employing the citation rules from The Bluebook and ALWD.
- Utilize Trial Director for attorneys in preparation of trials and create PowerPoint presentations for attorneys to use during seminars.
- Set up independent medical examinations and depositions of expert witnesses.
- Research expert witnesses utilizing IDEX.
- Prepare pleadings including Answers to Claim Petitions, Answers to Complaints, Answers to Interrogatories, Responses to Request for Production of Documents, Responses to Requests for Admissions, Motions to Compel, and Motions in Limine.
- Meet monthly billable hours of 135 hours.

Legal Secretary / Computer Trainer

- Transcribed dictation for the appellate, casualty, and professional liability departments; filed; maintained and organized files; and maintained attorney calendars.
- Trained new employees on the computer system.

Davies, McFarland & Carroll, P.C. Pittsburgh, PA
Legal Secretary August 2000 – July 2001

- Transcribed dictation for workers' compensation department; answered main telephones; input information into Summation; and filed.

King & Giddy Greensburg, PA
Administrative Assistant / Abstractor January 1998 – August 2000

- Ordered supplies; filed pleadings with Prothonotary; maintained Estate files; maintained accounting books for the firm; answered main telephones; and handled support for networking problems.
- Performed title searches in Westmoreland, Fayette and Somerset Counties and prepared summary of findings.

Education

Duquesne University School of Law – Evening Program Pittsburgh, PA
Juris Doctorate in Progress August 2007 - Present

Third year QPA 3.0/4.0 (cum laude)

- Member of Duquesne Law Review (2009-2011)
- Member of Business Law Journal (2008-2011)
- Recipient of Ralph and Mary Frederick Endowed Scholarship Fund
- Recipient of Gretchen G. Donaldson Endowed Scholarship Fund

Duquesne University - Cyril H. Wecht Institute of Forensic Science and Law Pittsburgh, PA
Certificate in Forensic Science and Law (4.0) January 2004

University of Pittsburgh Pittsburgh, PA
Bachelor of Arts in English Literature (3.2/4.0) December 2001

Computer Skills

Received certification in Microsoft Networking in 2004. Efficient in MS Word, MS PowerPoint, MS Excel, MS Outlook, DOCS Open, GroupWise, Internet Search Engines, Windows 2000 Professional, Windows 2003 Server, Summation, Trial Director, LEXIS, and Westlaw.