

# **SHEILA LILOV**

5807 Candytuft Place, Land O'Lakes, FL 34639  
813-808-1748-- Sheilalilov@gmail.com

## **PROFESSIONAL SUMMARY**

Personable Legal Assistant who displays the utmost level of professionalism and confidentiality, Follows directives and employs all necessary steps to excel in high-pressure situations. Highly experienced in Bankruptcy, Family, Civil, Personal Injury, and Probate Law cases

## **SKILL HIGHLIGHTS**

- Office Management
- Multi-line switchboard
- Order and request filing
- Case Management
- Westlaw and LexisNexis
- Notary Public
- Scheduling and maintaining calendar
- JAWS and HOVER

## **ACCOMPLISHMENTS**

I am a member of the National Association of Legal Assistants. I received advanced certification as a Legal Assistant in the legal fields of Alternative Dispute Resolution and Family Law

## **EXPERIENCE**

Law Office of Linda C. Clark P.A. Tampa, Florida      December, 2015 to Present  
Paralegal

- Meet with clients and other legal professionals to discuss case details
- Collect data to prepare and draft settlement packages for clients
- Draft various court documents, invoices and enclosures at attorneys' request
- Correspond daily with clients, case workers, and attorneys
- Draft adoption paperwork to finalize adoptions
- Draft legal documents for dependency cases
- Draft legal complaints, summons and interrogatories
- Direct incoming calls to appropriate staff members
- Calendar all court dates and appointments for the attorney

Mander Law Group - Dade City, Florida      February, 2015 to December, 2015  
Paralegal

- Met with clients and other legal professionals to discuss case details
- Collected data to prepare and draft settlement packages for clients
- Drafted various court documents, invoices and enclosures at attorneys' request
- Corresponded daily with clients, insurance adjusters, and attorneys
- Drafted legal complaints, summons and interrogatories
- Directed incoming calls to appropriate staff members
- Calendared all court dates and appointments for the attorney

B, Bud Stansell, Jr. & Associates - Tampa, Florida

May 2006 to September 2014

Paralegal

- Met with clients and other legal professionals to discuss case details
- Collected data to prepare and draft settlement packages for clients
- Drafted various court documents, invoices and enclosures at attorneys' request
- Corresponded daily with clients, insurance adjusters, and attorneys
- Drafted legal complaints, summons and interrogatories
- Directed incoming calls to appropriate staff members
- Calendared all court dates and appointments for the attorney

Law Office of Thomas R. Hales - Tampa, Florida

March 2005 to May 2006

Paralegal

- Drafted various court documents, invoices and enclosures at attorneys' request
- Corresponded daily with clients, insurance adjusters, and attorneys
- Drafted legal complaints, summons and interrogatories

#### EDUCATION

Florida Metropolitan University, Tampa, Florida,  
Bachelor of Science, Legal Assistant/Paralegal  
Graduated Magna Cum Laude GPA 3.85

2001

**B. Bud Stansell, Jr. and Associates, P.A.**

**Attorneys at Law**

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Tampa, Florida 33613

Telephone: (813) 631-0344 Facsimile: (813) 971-0522

December 7, 2017

TO WHOM IT MAY CONCERN

**Re: SHEILA A. LILOV  
LETTER OF RECOMMENDATION**

I have been requested by Sheila A. Lilov to write a Letter of Recommendation on her behalf. It is certainly a privilege to do so.

Sheila worked as a full time Paralegal at my Law Firm for over eight years, from May 2006 thru September 2014. I decided to wind down my practice and retire and Sheila has continued to help me as an independent contract paralegal when needed.

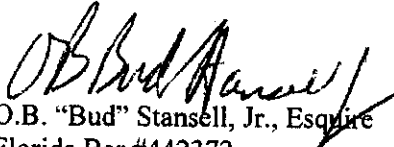
My concentration was in Family Law, Foreclosure Defense, Mortgage Modification, and Personal Injury, and Sheila has certainly been an outstanding asset, as we have handled many cases throughout the years. She has also been of significant assistance in coordinating and filing Bankruptcy and Probate Cases. Sheila worked extremely well with our other paralegal and part time Attorney to smooth out any issue with clients or the Court.

Now with the Electronic Filing of all cases, motions, and hearing notices, Sheila has mastered this difficult procedure and is the go to person to answer questions. She scheduled and interviewed all clients and they asked for her since she is so easy going and knowledgeable.

Ms. Lilov is an extremely conscientious, hardworking, and honest Paralegal. She exhibits the highest standard of professionalism which all paralegal need to follow. She has gone the extra mile with obtaining her Paralegal Certification. I recommend her without hesitation.

If you have any further questions regarding Ms. Lilov's character, fitness, or qualifications please feel free to call me.

Sincerely yours,

  
O.B. "Bud" Stansell, Jr., Esquire  
Florida Bar #442372

OBS/lal