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# JASMINE GARNER

Acworth, GA 30102  
(404) 667-2670  
jasmineaw24@gmail.com

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## SKILLS

- Microsoft Office programs (Excel, Access, Word, Outlook)
- Billing/Processing
- Drafting/Filing Legal Documents (lawsuits, demands, motions, etc.)
- Office Management/Operations
- Leadership/Employee Training
- Data Entry/Organization
- Project Management
- Communication / Remote Work Experience
- Critical Thinking/Investigation Skills

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## EXPERIENCE

### CHRISTOPHER B. NEWBERN, LLC Smyrna, GA

#### Senior Paralegal to Founding/Managing Attorney

11/2023 to Current

- Senior paralegal for an independent firm, working for the founder and managing attorney; within our first year, we settled over \$20,000,000 in cases (Our largest settlement in 2024 was for \$12,800,000)
- Handle cases from initial intake through settlement and closing (I manage 50+ cases)
- Manage billing, office expenses, travel plans, and expenses, and medical records/bill requests
- Draft/File/Send lawsuits, discovery, motions, demands, and request letters
- Communicate with co-counsels and clients
- Experienced in working remotely, time management, organization, and productivity
- Managing and supervising a legal assistant

### MORGAN & MORGAN, PA Alpharetta, GA

#### Paralegal to Managing Attorney/Partner

07/2022 to 11/2023

- Worked on 125+ cases from start to finish in Litigation
- Managed attorney's calendar (scheduled depositions, mediations, meetings, travel plans, trial dates, etc.)
- Drafted/filed lawsuits (complaints, discovery, summons); Drafted motions and other legal documents
- Worked with billing and accounting departments when working on settlements (closing statements, tracking expenses, reductions, and handling checks)
- Exceeded weekly and monthly goals for the company; Won Top Performer award in 2022. Communicated with clients, medical providers, and opposing counsel

### THE GIBSON FIRM Woodstock, GA

#### Paralegal

12/2021 to 06/2022

- Attended meetings and professionally communicated with third parties, supervisors, and other business leads internally and externally
- Worked on 100+ cases independently and prepared/sent out 20+ appeal letters each month
- Completed tasks and legal research for multiple clients each day/reviewed contracts, guidelines, and policies
- Utilized Excel to organize daily tasks and used Access for case management
- Problem-solved and expanded knowledge of medical law

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## EDUCATION AND TRAINING

**BACHELOR'S DEGREE:** INTERDISCIPLINARY STUDIES/CONCENTRATION IN LAW & SOCIETY

**MASTER'S DEGREE:** INTERDISCIPLINARY STUDIES/CONCENTRATION IN CRIMINAL JUSTICE ADMINISTRATION

Georgia State University

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## ACCOMPLISHMENTS

- Awarded Top Performer of 2022 at Morgan & Morgan (national award)
- A member of Alpha Phi Sigma (Criminal Justice Honors Society Nu Tau Chapter at GSU)
- 3.6 GPA in undergrad (Cum Laude) and currently 4.06 GPA in graduate program