
MARISSA BEYER



RISSBEYER@GMAIL.COM



(941) 600-7117

1230 ORCHARD VILLAGE LN
BALLWIN, MO 63021

SKILLS

- Typing 80 WPM
 - Communication
 - Time Management
 - Adaptability
 - Teamwork
 - Integrity
 - Reliability
 - E-Filing/E-Serving
-
- Skilled in all Microsoft

EXPERIENCE

LITIGATION LAW CLERK

06/13/2019-Present

Asbestos/Toxic Tort:

- Experience e-filing in State and Federal Court
- Fluent with Pohlman, Lexus, Odyssey, Case Net and PACER
- Review and analyze all amended complaints filed in Madison County, Cook County, St. Clair County, St. Louis City, St. Louis County and McLean County, and circulate to team
- Submit billable work completed on behalf of our clients
- Initiate discovery material and buy the records that are available
- Prepare and file entry of appearances
- Communicate with opposing counsel and then draft, mail, and circulate correspondence
- Proficiency in organizing case files
- Expertise in preparing hearing and trial binders
- Proficient in gathering settlement documents and providing settlement checks to plaintiff's counsel
- Prepare dismissals
- Prepare trial reports and circulate pertinent case information to attorneys

Pharmaceutical Products Liability/Opioid Litigation:

- Experience preparing motions, disclosures, affidavits, exhibits, entries of appearances (regular and pro hac vice), service lists, and certificates of service
- Active participation in discovery for the client in the states of Missouri and Illinois
- Monitor the State and Federal court dockets for our cases in Missouri, Illinois and Kansas and circulate to team
- Knowledge and experience participating in the removal process

-
- applications
 - Excellent ability to maintain records and data precisely
 - Meets all deadlines given
 - Knowledge of State and Federal local rules
 - Completes all work pursuant to local rules
 - Experience in Westlaw
 - Proficient with the discovery tool, "The Wayback Machine"
 - Time Keeper
-

- Bill client for work completed
- Calendar upcoming hearings and deadlines
- Review and analyze newly served complaints
- E-Filing experience in State and Federal courts of Missouri, Illinois, and Kansas
- Participate in attorney-led meetings and develop strategies with respect to discovery and trial preparation
- Extensive knowledge of State and Federal courts local rules
- Research case law
- Analyze the assigned Judge's local rules and status orders
- Monitor and update the deposition chart
- Experience in preparing and filing subpoenas
- Knowledgeable of ESI requirements
- Prepare memos and circulate to national counsel and attorneys of counsel
- Expertise in preparing motion hearing and trial binders

EDUCATION

STATE COLLEGE OF FLORIDA

06/15/2015-02/25/2017

- 3.69 GPA
- Inducted into Phi Theta Kappa Honor Society
- Majoring in Legal Studies
- Awarded student of the month

WEBSTER UNIVERSITY

Bachelors of Arts in Legal Studies

- 3.92 GPA
- Certificate in Paralegal Studies (ABA approved)
- Majoring in Legal Studies
- Projected to graduate in July of 2021



HARVARD UNIVERSITY

Online Courses – Verified Certificate

- Justice:
studied the fundamentals of political philosophy; social justice and criminal justice, and the roles they play in the modern justice system; philosophy that underlies modern issues; articulate and evaluate philosophical arguments and ask philosophical questions; affirmative action

VOLUNTEER EXPERIENCE OR LEADERSHIP

OPERATION UNDERGROUND RAILROAD

Legal and Policy Committee

06/01/2020-Present

- Research Missouri state statutes and review case law with respect to human trafficking
- Prepare letters, emails, and other pertinent correspondence directed to politicians and police departments on behalf of the organization
- Schedule meetings with local and state politicians
- Communicate with police departments and create relationships
- Assist former Navy Seals, FBI agents, and Law Enforcement officers in their rescue operations by circulating state law information
- Create relationships with local charities and organizations to help assist with the after care of rescued children

ST. LOUIS PARALEGAL ASSOCIATION

Student Member

12/1/2020 -Present

