

Yana Minyazova
Miami, FL 33179
(917)915-8440
yminyazova@gmail.com
<https://www.linkedin.com/in/yanaminyazova/>

Litigation Paralegal

An attentive and resourceful paralegal specializing in business, bankruptcy, and real estate litigation, as well as probate and estate planning in the state of Florida. I handle a wide range of legal matters, including Chapter 13 bankruptcy, complex business and commercial litigation claims, summary procedure actions, transactional real property practice, zoning and code enforcement, and federal, civil, and circuit litigation.

Skills

- E-filing/ Record Management
- Legal Document Preparation
- Case Management
- Trial Preparation
- Court Calendaring
- Motions, Notices & Closing Documents
- Client in-take
- Office & Court Procedures
- Office Administration

Professional Experience

Interpreter – June 2014- June 2019 - Freelance
Russian and Ukrainian

Manager – August 2017 – June 2019 – Biscayne Sunrise Inc
Managing employees, overseeing day-to-day operations, handling complaints, documenting all financial transactions, tracking inventory, processing payroll and generating income statements.

Personal Assistant to the CEO – June 2019 – March 2020 – Mazza New York
Managing fine jewelry production, social media accounts and various daily administrative duties and tasks.

Social Media Marketing– March 2020 – August 2021- Self Employed
Managing 35+ company's online presence on various platforms.
Duties including coordination with public relations team to drive lead generation, trend analysis, promotion of brand awareness, and content creation for social media platforms.

Litigation Paralegal- August 2021- March 2023 – Edelboim Lieberman Revah PLLC

Managing the day-to-day operations of a busy Real Estate and Business litigation team of attorneys. Duties range from drafting notices, motions, and orders/judgments over to daily handling of client intake, client outreach, client services, court coordination and overseeing the attorneys' appearance calendars and deadlines.

Litigation Paralegal- March 2023 - Present - Stok Kon + Braverman

Assisting the complex business, bankruptcy, and commercial litigation associates, as well as the 'of counsel' attorney specializing in real estate and probate matters. My duties range from drafting notices, motions, and orders/judgments to court coordination and trial preparation. I also handle interpreting Russian to English and translating text for all departments in the firm, in addition to overseeing the assigned attorneys' appearance calendars and deadlines.

Certifications

Adobe Certified

Notary Public