

# PATRICIA URGO

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## PROFILE

Highly organized and detail-oriented paralegal with a strong track record supporting legal teams in a fast-paced environment. Adept at drafting legal documents and managing case files with precision and confidentiality.

Demonstrates exceptional communication skills, a strong work ethic, and a dedication to driving success within legal teams and organizations. Eager to contribute to a dynamic legal environment and provide outstanding support.

## LEGAL PROFESSIONAL EXPERIENCE

### STG Divorce Law, P.C., Naperville, IL

#### Paralegal

November 2024 - Current

- Draft petitions, motions, financial affidavits, subpoenas, interrogatories, court orders, and correspondence in Divorce, Child Support, and Family Law matters
- E-file in multiple counties (Cook, DuPage, Will, Kane, McHenry, Lake, and Kendall County)
- Regularly communicating with clients to provide case updates and manage inquiries
- Docket court dates and ensure compliance with deadlines
- Provide comprehensive support to seven firm partners and four associates

### Strohschein Law Group, LLC, St. Charles, IL

#### Paralegal

July 2023 - November 2024

- Drafted petitions, motions, notices, inventories, accountings, court orders, correspondence, and court forms in the areas of Probate Litigation, Adult and Minor Guardianships, Estate and Trust Administration
- E-file in Kane, DuPage, Cook, Will, McHenry, Lake, and Kendall County Circuit Courts
- Prepared necessary materials for Court
- Regularly communicated with clients regarding status of case, manage inquiries, and sensitive family situations
- Docketed court dates and deadlines
- Support principal attorney and six associates

### Mevorah & Giglio Law Offices, Lombard, IL

#### Paralegal

February 2023 - July 2023

- Drafted petitions, motions, responses and settlement agreements for Family and Criminal Law matters
- Prepared and reviewed financial affidavits, discovery, and conduct research
- Handled routine filings via I2File and Odyssey through DuPage, Cook, Will, Kane and Kendall Counties
- Drafted correspondence and maintained client files

### DuPage County State's Attorney, Wheaton, IL

November 2022 – December 2022

#### Legal Secretary Intern – Child Support Services Unit

- Researched and created new case files
- Maintained a database of current matters
- Drafted and filed new motions, and other supporting documents within the 18th Judicial Circuit Court

### Mulyk Laho Law, LLC, Glen Ellyn, IL

#### Paralegal Intern

August 2022 – October 2022

- Scanned and organized discovery to appropriate digital files
- Handled routine filings via I2File and Odyssey through DuPage, Cook, Will, Kane and Kendall Counties
- Drafted correspondence and maintained client files

**PROFESSIONAL EXPERIENCE****Chicago Title and Insurance Company, Lisle, IL** April 2022 – November 2022**Receptionist**

- Greeted and welcomed an average of 25 visitors daily, signed visitors in, and directed them to their destination
- Answered 30+ incoming and outgoing calls daily with attention to detail and accurately connected guests to appropriate channels
- Examined and revised 20+ deeds and mortgages daily, and e-filed documents via Simplifile
- Organized and cataloged all incoming mail and packages ensuring distribution
- Contributed to administrative and clerical tasks

**Binny's Beverage Depot, Naperville, IL** September 2019 - April 2022**Sales Associate**

- Applied strong communication skills to create a welcoming environment including greeting customers, quickly responding to inquiries, and assisting with product selection and check-out procedures
- Built strong customer relationships and store loyalty leading to repeat sales opportunities
- Developed and maintained a high-level of product knowledge for all merchandise categories including staying up-to-date with industry trends to make purchasing suggestions to customers
- Engaged in store operations including stocking, ordering, merchandising, signage, and collaborated with approximately 15 various vendors

**Target, Multiple City Locations** June 2010 - August 2019**Style Team Lead**

- Oversaw apparel and accessories floor operations including generating and analyzing sales results, addressing sales opportunities for multiple brands, merchandise replenishment, and ensuring a quality customer experience
- Mentored a team of 12 team-members and co-monitored a team of 24 team-members including participating in performance management process which consisted of writing and delivering corrective action plans and performance reviews, training, coaching, providing feedback, and recognizing employee achievements
- Conducted initial interviews with potential employees and oversaw on-boarding procedures
- Planned and implemented the execution of visual presentations of merchandise, and daily price changes
- Promoted to positions of greater accountability consisting of Seasonal Cashier, Fitting Room Operator, Sales Floor Team Member, Sales Floor Brand Team Member, Presentation Team Member, and Style Team Lead

**EDUCATION****College of DuPage** Glen Ellyn, IL

Associate in Applied Science, Paralegal Studies

December 2022

ABA Approved Program, 3.5/4.0 GPA

**CERTIFICATIONS & PROFESSIONAL ASSOCIATION**

- Legal Technology Certificate, National Society for Legal Technology December 2021
- Clio Manage for Paralegals and Legal Assistants, Clio - Legal Software December 2021
- Smokeball Certificate, Smokeball – Legal Software December 2021
- Inductee to Lambda Epsilon Chi (LEX) National Paralegal Honors Society June 2022

**SKILLS**

- MS Office
- Google Docs
- Clio, Smokeball, I2File, Odyssey & InfoTrack
- Written & Oral Communication
- Critical Thinking
- Integrity
- Organization and Time Management
- Devoted
- Attention to Detail