

Elizabeth Reiher

WordPress Crafter & Paralegal

Fort Lauderdale, FL

Profile

MBA. Certified ScrumMaster. Freelance Web Developer. Paralegal with experience in both plaintiff and defense insurance claims and lawsuits.

Experience

WordPress Consultant & Web Developer LizWP

June 2017 – Present Fort Lauderdale, FL

I help individuals and businesses create, manage and maintain their online presence with WordPress, Google, analytics, and search engine optimization.

Organizer for Content & Communication WordCamp Miami

November 2017 – Present Miami, FL

As part of the organizing committee for WordCamp Miami my focus is to handle posts to the website, the content that goes into the pages you see, and the maintenance of the website during the conference. I also monitor our Slack channel and provides relevant updates to over 400+ who are in various channels.

Paralegal Behar Behar

February 2019 – Present Sunrise, FL

As a first-party property damage Insurance defense paralegal, my duties include drafting discovery requests and responses, drafting motions, communicating with inspectors, adjusters and opposing counsel, and scheduling depositions and inspections

Paralegal Allstate Insurance Company

March 2010 – October 2018 Fort Lauderdale, FL

At Allstate I moved through three positions--administrative assistant, work flow coordinator and finally paralegal. I drafted correspondence, notices, motions, pleadings and discovery. I carried out extensive communication (verbal and written) with clients, clerks, judicial assistants, insurance adjusters, opposing counsel and co-counsel on matters. I calculated and calendared deadline to keep cases on track. I received cases and decided to whom they would be assigned, whether that was staff counsel or retained counsel, throughout the state, applying a set of standards and juggling resources for the benefit of our insureds. I coordinated and oversaw the assignments carried out by other legal administrative assistants. I enjoyed training new Allstaters, both administrative assistants and paralegals, some with little to no experience. I opened new files, coordinated and scheduled hearings, depositions, mediations, and independent medical examinations.

Contact

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<https://LizWP.com>

Education

Masters in Business Administration

Lake Forest Graduate School of
Management
2015-2017

Bachelor of Science Communications, Public Relations, Hospitality

Florida International University
1998-2001

Responsive Web Design Certification 2018

HTML, CSS, JavaScript
FreeCodeCamp 2018

Awards

Distinguished Performance Award

Allstate Insurance Company
2010