JULIAN MERCER

PARALEGAL

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PROFESSIONAL SUMMARY

Paralegal with 7+ years supporting litigation and corporate transactions at large law firms. Manages document review, filings, and deal closings with careful attention to deadlines, privilege, and accuracy, working under the direction of supervising attorneys.

PROFESSIONAL EXPERIENCE

Senior Litigation Paralegal Mar 2020 - Present
Skadden, Arps, Slate, Meagher & Flom LLP, New York, NY

- Support a commercial litigation team of eight attorneys on complex disputes, managing case calendars, court deadlines, and filing logistics.
- Coordinate document review of up to 400,000 records with contract reviewers, tracking coding quality and privilege calls for attorney sign-off.
- Prepare exhibits, binders, and appendices for depositions and hearings, delivering materials a day before attorney deadlines.
- Draft routine discovery requests, subpoenas, and chronologies for attorney review, saving associates about six hours per matter.
- File pleadings and motions through federal and state e-filing systems, maintaining a 100% on-time record over three years.
- Maintain matter databases in Relativity and iManage, keeping production logs, privilege logs, and correspondence organised and searchable.
- Coordinate with vendors on production formats and deadlines for four large document productions, keeping logs accurate and complete.

Corporate Paralegal Jul 2017 - Feb 2020
Latham & Watkins LLP, New York, NY

- Supported capital markets and M&A closings, preparing signature pages, closing checklists, and certificates under attorney direction.
- Managed due diligence data rooms for six acquisitions, tracking requests and organising documents for the deal team.
- Prepared entity records, board consents, and good-standing certificates for 60 subsidiaries, ensuring filings stayed current.
- Conducted UCC, litigation, and corporate searches and summarised results for associates within agreed turnaround times.
- Trained three new paralegals on closing procedures and document-management conventions.
- Mentor two junior paralegals on court rules, cite-checking, and exhibit preparation across active litigation matters.

Legal Assistant Aug 2015 - Jun 2017
Cleary Gottlieb Steen & Hamilton LLP, New York, NY

- Assisted partners and associates with scheduling, document formatting, and correspondence on active litigation matters.
- Cite-checked briefs and assembled tables of authorities, helping the team meet court filing deadlines.
- Managed incoming productions and logged documents in the review platform with consistent naming and metadata.
- Coordinated court-reporter and travel arrangements for depositions across five cities.

CORE SKILLS

Litigation support | E-discovery | Document review | Relativity | iManage | Court filing | Deposition preparation | Due diligence | Closing checklists | Legal research support | Privilege logging | Cite-checking | Case management | Confidentiality

EDUCATION

B.A. in Political Science, Fordham University, New York, NY

CERTIFICATIONS

Paralegal Certificate, NYU School of Professional Studies | Certified Paralegal (CP), NALA