

**RÉSUMÉ**  
**OF**  
**JOHANNAH F. HOFFMAN**  
**FIRM ADMINISTRATOR/ADR ADMINISTRATOR**

THE HOLT GROUP LLC  
ATTORNEYS & COUNSELORS AT LAW  
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**LEGAL EXPERTISE:** Firm Administration, Neutral Services Administration and Litigation  
Paralegal (Construction Specialty)

**AREAS OF SPECIALIZED KNOWLEDGE:**

Providing legal representation to the construction industry, including owners, contractors, architects, engineers and other design professionals involved in business and construction disputes.

**SPECIFIC EMPLOYMENT HISTORY:**

- 01/06-Present **Firm Administrator/ADR Administrator**, The Holt Group LLC, Denver, CO  
Responsible for management of day to day Firm operations. Responsibilities include: management and supervision of client services and retention, analysis and preparation of business revenue and cost projections, marketing, Firm recruitment, administration and training, supervision of IT maintenance, implementation and training, yearly analysis and maintenance of insurance policies and employee benefit packages, management and oversight of outside vendors and consultants, manage and facilitate national neutral services practices by acting as liaison between counsel and Arbitrator or Mediator.
- 09/03-12/05 **Senior Paralegal/ADR Administrator**, The Holt Group LLC, Denver, CO  
Worked with litigators on complex construction and commercial litigation matters. Responsibilities included: document review and case management, conducting interviews and maintaining relationships with clients and witnesses, detailed deposition preparation, drafting of discovery and pleadings, trial preparation, Alternate Dispute Resolution, depositions and summary judgment arguments, marketing and developing client relations, manage and facilitate national neutral services practices by acting as liaison between counsel and Arbitrator or Mediator.

- 09/00-08/03 **Paralegal**, Ireland, Stapleton, Pryor & Pascoe, P.C., Denver, CO  
Worked with litigators on complex multi-party construction litigation matters. Responsibilities included: document review and case management, conducting interviews and maintaining relationships with clients and witnesses, detailed deposition preparation, drafting of discovery and pleadings, preparation for trials, Alternate Dispute Resolution, depositions and summary judgment arguments, marketing and developing client relations.
- 06/98-8/00 **Paralegal**, Ruegsegger Thomas, LLC, Formerly Affiliated with Dufford & Brown, Denver, CO  
Responsible for all paralegal duties for multiple attorneys in worker's compensation law including: reviewing and compiling all medical, employment, and insurance records, drafting discovery motions, litigation evaluation, conducting witness interviews and maintaining direct contact with clients, witnesses and opposing counsel. Responsible for Firm recruitment, orientation and training, development and implementation of paralegal training policy and manual.
- 07/96-05/98 **Paralegal**, Hawkins & Parnell, LLP, Atlanta, GA  
Responsible for all paralegal duties for two partners with an emphasis in insurance defense, employment defense, workers' compensation, personal injury and asbestos law. Duties included: maintaining client relations, directing assistants in case management, researching and writing pleadings and motions, deposition preparation and summarization of deposition transcripts, preparing trial defense and jury instructions, preparing witnesses for trial, and providing assistance at trial.
- 04/96-06/96 **Paralegal**, Marc P. Mishkin, Esquire, Denver, CO  
Sole Paralegal and Office Manager for a family law practitioner. Duties included: maintaining client relations, researching and writing pleadings and motions.
- 1995-1996 **Legal Assistant**, Lane, Trone, P.A., Lakeland, FL  
In charge of deposition summaries and research tasks in Federal Civil Rights cases. Assisted with and attended personal injury and workers' compensation mediations.

**SKILLS AND QUALIFICATIONS:**

Extensive management, recruitment and training skills;  
Excellent verbal and written communication skills;  
Self-motivated, detail oriented and achievement-driven;  
Characterized by a team-spirit, dedication, commitment and personable nature;  
Computer literate in Word Perfect 8.0, Windows, Microsoft Word, Microsoft Outlook,  
Microsoft Excel, Microsoft Projects, Visio, PowerPoint, Summation, Trial Director, and  
TABS.

**EDUCATION:**

ABA Approved Paralegal Certificate, February 1996, Denver Paralegal Institute, Denver,  
Colorado.

Bachelor of Arts Degree in English, May 1995, University of Colorado, Boulder,  
Colorado.