

# Melissa Matej

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## Professional Profile

TBLS Board Certified Paralegal in Civil Trial Law with thirty years' experience, highly skilled in supporting litigators in all areas of case management from the inception of the case through trial and appeal.

## Education

East Texas A&M, Bachelor of Arts in Political Science with emphasis in legal, ABA accredited paralegal program, 1994

## Software

- Word
- Excel
- PowerPoint
- Outlook
- Publisher
- Elite Webview
- iManage
- Relativity
- OnCue
- Adobe Acrobat Pro
- CompareDocs
- Best Authority
- Westlaw
- TrialPad
- TranscriptPad
- Canva
- Dropbox
- Sharefile
- Citrix
- Fed/State eFiling platforms
- Various database programs
- Zoom

## Areas of Law

- Commercial Litigation
- General Litigation
- Civil Appeals
- Bankruptcy
- Family
- Torts

Experience with State and Federal lower courts, intermediate appellate courts, Supreme Court of Texas, and Arbitration proceedings.

## Certifications & Memberships

- TBLS Board Certified – Civil Trial Law
- Texas Bar Paralegal Division
- Fort Worth Paralegal Association
- OnCue Certified User
- Notary Public, State of Texas

## Skills

Excellent written and verbal communication skills.  
Ability to handle pressure, interruptions, and multiple tasks simultaneously.  
Advanced drafting, word processing, cite checking, and proofreading skills.  
High level of personal accountability for work for independent and team tasks.  
Ability to prioritize, balance, and coordinate workload with other team members.  
Extremely detailed with research, project and data management experience.  
Proficient in learning new tasks, programs and adapting to changing technology.  
Advanced organizational, calendar management and docketing skills.  
Superior executive and personal assistant skills (i.e., travel, client relations).  
Positive attitude with a willingness to handle tasks and anticipate responsibilities.  
High level of integrity, with knowledge of ethics, local, state and federal rules.

## Experience

### May 2025-Present

### Litigation Paralegal

**Vartabedian, Hester & Haynes, LLP, Fort Worth**

Serve as litigation paralegal to the Oil & Gas and Civil partners and associates. Organize and prepare cases for trial, draft documents, research, calls to court, logistics for trial, manage 50-60 cases.

### June 2024-May 2025

### Litigation Paralegal

**Underwood Law Firm, P.C., Fort Worth**

Serve as litigation paralegal to two partners practicing in construction law and employment law. Prepare cases for trial and attend trial; assist with discovery and document production, drafting and filing pleadings, motions and maintenance of case files. Assist with client needs, contacts, and logistics for various case needs.

### 2008-2024

### Litigation Paralegal/Assistant

**Kelly Hart & Hallman LLP, Fort Worth**

Serve as assistant and paralegal to senior partners and associates in civil appeals, general and commercial litigation, and bankruptcy matters. Prepare and maintain electronic case files, conduct research, client documents, organize document production. Assist with drafting, assembly, and finalizing pleadings, motions, exhibits for electronic filing and service. Gather, prepare, and assemble materials and presentations for depositions, hearings, and trial. Present exhibits and presentations at hearings, zoom depositions, and trial. Prepare trial exhibits, trial notebooks, and other materials for trial. Assist with preparation of trial outlines and match exhibits and deposition excerpts to same. Set up and execute logistics for trials, including hotel, work room, courtroom, and meals. Prepare and assemble appellate briefs and exhibits, cite check, table of contents and table of authorities. Handle records management, travel arrangements, billing, time entry, and personal assistant tasks.

### 2003-2007

### Assistant to Director

**Son Shine Ministries, Azle**

Assisted with administrative needs; special projects; curriculum development & teaching for K-6th grade for family-focused programs.

### 1994-2003

### Legal Assistant

**Jones, Day, Reavis & Pogue, Dallas**

**Brown McCarroll & Oaks Hartline, Dallas**

**Thompson, Coe, Cousins & Irons, Dallas**

**Pemberton, Green, Newcomb & Weis, Greenville**

Assisted lawyers at the firms listed above with legal secretarial and administrative tasks.