MANDIE LAKE

TRANSACTIONS PARALEGAL | CONTRACT MANAGEMENT | LEGAL OPERATIONS
(620) 605-8410 | mandie_lake@outlook.com | linkedin.com/mandielake | Joplin, MO

PROFESSIONAL SUMMARY

Purposeful paralegal with 13+ years of legal experience, now specializing in contract management as a Transactions Paralegal at Leggett & Platt. Manage contract intake and routing for domestic and international agreements, coordinating with in-house and external counsel to move matters through the contract workflow while tracking deadlines, priorities, and lifecycle status. Harvey Certified Legal Engineer (Level 1) with a strong foundation in legal operations and workflow design, built through high-volume litigation work — including 100+ active personal injury cases managed simultaneously — with exceptional accuracy, efficiency, and client communication.

CORE COMPETENCIES

Contract Management • Global Contract Support • Contract Intake & Routing • Legal Operations & Workflow Optimization • Legal AI / Legal Engineering (Harvey) • High-Volume PI Pre-Litigation Management • Demand Package Preparation • MDL & Complex Litigation • Discovery Management • LexisNexis / Accurint

PROFESSIONAL EXPERIENCE

Transactions Paralegal
Leggett & Platt | Carthage, MO | July 2026 – Present

- Manage contract intake and routing for domestic and international agreements.
- Coordinate with in-house and external counsel to move matters through workflow.
- Track deadlines, priorities, and contract lifecycle status.
- Support legal operations through organized communication and workflow management.

Legal Operations Manager / Senior Paralegal
Law Office of David Meyer | Joplin, MO | February 2024 – July 2026

- Managed full legal operations for a family law practice, overseeing caseloads, deadlines, and procedural compliance across multiple concurrent matters.
- Independently drafted and completed pleadings, motions, and discovery with attorney-level precision.
- Implemented workflow systems and intake procedures that streamlined case progression from opening through resolution.

Complex Litigation Paralegal
Morgan & Morgan, P.A. | Remote | November 2021 – February 2024

- Supported complex multidistrict litigation (MDL) dockets in one of the nation's largest personal injury firms, managing high-volume, deadline-intensive caseloads.
- Managed discovery workflows across federal and state matters, ensuring full procedural compliance and efficient document production.
- Conducted legal research and case data analysis using LexisNexis and Accurint to support case strategy and valuation.

Personal Injury Paralegal
Aaron Sachs & Associates, P.C. | Joplin, MO | October 2015 – November 2021

- Managed 100+ active personal injury pre-litigation files simultaneously, maintaining accuracy and consistent forward momentum on all matters.
- Oversaw end-to-end medical record workflows — acquisition, review, and summarization — supporting case valuation and settlement strategy.
- Prepared and finalized demand packages, coordinating medical specials, subrogation claims, lien resolution, and settlement documentation.

Litigation Paralegal
Hershewe Law Firm | Joplin, MO | May 2012 – April 2015

- Provided full-lifecycle litigation support across personal injury and civil matters, from intake through trial preparation.
- Analyzed medical records, subrogation claims, and insurance coverage issues to support case evaluation and demand preparation.

EDUCATION & CREDENTIALS

- **Harvey Certified Legal Engineer, Level 1** — Harvey, 2026
- **Bachelor's Degree** — Missouri Southern State University, 2008–2012
- **Notary Public** — State of Missouri | Commission No. 14597217