



## CASSANDRA MCSHAN

PARALEGAL

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Cassandra McShan is a paralegal in the firm's Litigation practice group where she focuses her work on medical malpractice defense.

In her position, Cassandra drafts and prepares correspondence, discovery and pre-trial motions, reviews incoming records to help assess potential damages and to evaluate claims, maintains organization of electronic and paper filing systems, and assists attorneys with preparation of witness files and exhibits for use in discovery and at trials. She also collects medical, employment and education records of plaintiffs following HIPAA and FERPA privacy guidelines. In addition, Cassandra uses Xera and LawBase database systems for file organization and is proficient in various Microsoft programs. She has assisted in several medical malpractice trials in the city of St. Louis and St. Louis County, Missouri.

### EDUCATION

- Southwestern Illinois College (A.A.S., 2011)
  - Paralegal Studies
- Southern Illinois University - Edwardsville (M.A., 2004)
  - Sociology
- Knox College (B.A., *magna cum laude*, 1999)
  - Sociology-Anthropology

### BACKGROUND

Prior to her work as a paralegal, Cassandra spent nine years as an adjunct and part-time college instructor, teaching sociology to students from diverse socio-economic, cultural, educational and employment backgrounds. She brings this experience to her work as a paralegal, using this background to assist in jury research during trial and to conduct social media and internet research on plaintiffs.