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**ROBERTA A. CRAMER****AREAS OF PRACTICE**

Ms. Cramer is a paralegal involved primarily in commercial litigation with an emphasis on construction industry litigation. Her responsibilities include the management of litigation databases, electronic discovery, document collection, preservation, analysis, preparation and production, preparing cases for trial and attending trial.

**PROFESSIONAL BACKGROUND**

- Paralegal, DFL Legal, January 2011 – Present
- Paralegal, K&L Gates, July 1997 – December 2010
- Trafalgar House Construction - 1993-1997
- Dick Corporation - 1982-1991

**SPECIAL SKILLS**

- Word, Excel, PowerPoint
- Client Extranets, Ringtial, E-Discovery
- District Court Electronic Filing (CM/ECF)

**PROFESSIONAL/PRESENTATIONS**

- Pittsburgh Paralegal Association, Board Member for 5 years

**EDUCATION**

- University of Pittsburgh, Pittsburgh, PA
- Duquesne University's Paralegal Program, Pittsburgh, PA