

Whitney Burris

PARALEGAL

Indianapolis

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About Whitney

Medical and compensation assistance

Whitney Burris provides assistance with medical malpractice, EEOC and workers compensation defense litigation. She organizes and summarizes high volumes of case, medical and/or employment records, and also drafts legal documents such as pleadings, motions and discovery requests. Whitney's experience also includes:

- **Organizing and preparing joint venture board minutes and reports.**
- **Conducting pre-claim investigations, legal research,** interviews and initial case assessments.
- **Creating and maintaining large databases and spreadsheets** for voluminous cases and trials.
- **Conducting legal research, analyzing issues** and drafting legal memorandums for review.
- **Working directly with risk management to ensure all required licenses are in compliance** with state and federal laws and regulations.

Previously, Whitney worked as an in-house paralegal for the central Indiana region of a major Indiana hospital.

Education and Honors

Indiana University-Purdue University Indianapolis (2017)

- Legal Informatics Undergraduate Certificate

Ivy Tech Community College (2013)

- Associate of Applied Science in Paralegal Studies





Capabilities

Litigation & Dispute Resolution

Professional & Civic Activities

- Indianapolis Bar Association
- Court Appointed Special Advocate (CASA) volunteer

