

# Tracy SMITH

Paralegal Manager

LOS ANGELES

T 213.626.8484

E tsmith@rwglaw.com



## PROFESSIONAL EXPERIENCE

Tracy Smith received her Bachelor of Arts degree from Loyola Marymount University in 1984 in Communication Arts. After working in the advertising industry for several years, Tracy began her career as a paralegal in 1996 working for a sole proprietor, eventually finding her niche in the public law arena. During her 27-year career as a paralegal, she has been active in such professional associations as NALA (National Association of Legal Assistants) and has sat on the Board of Directors of LAPA (Los Angeles Paralegal Association).

Tracy achieved her paralegal certification after passing NALA's certification exam in July, 2009, and has completed NALA's Advanced Paralegal Certification Courses in Trial Practice and Discovery, earning NALA's Advanced Certified Paralegal designation. She has volunteered as an instructor for the CLA Review Course sponsored by LAPA, teaching the General Law and Litigation sessions of the course designed to assist paralegals preparing to sit for NALA's certification exam.

Tracy has found great satisfaction working in the Public Law sector for the last 10 years. Knowing that technology and eDiscovery are changing the role of the paralegal, she is working toward further developing her and her colleague's skills in eDiscovery practice.

## EDUCATION

BA, Communication Arts,  
Loyola Marymount University