

# Andrea Duenas

Chicago, IL

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## PARALEGAL

### Overview

Andrea is a seasoned and versatile paralegal and legal secretary with experience supporting multiple service groups at the firm, including the construction, labor and employment, and transportation teams. She is skilled at drafting summons, reviewing discovery documents, conducting research and background searches, drafting routine motions and orders, maintaining spreadsheets of trial witnesses and exhibits, responding to routine client requests, and subpoenaing medical records, among other things. As the practice group manager for the commercial transportation team, Andrea is responsible for file management; maintaining regular communication with clients; ensuring deadlines are met; and keeping a key client informed on upcoming arbitrations, mediations, and trials. Bilingual in English and Spanish, Andrea ensures seamless client communication by translating orally and in writing for attorneys.

Andrea delivers virtual and in-person anti-harassment trainings in English and Spanish on behalf of the firm's labor and employment attorneys. She also frequently trains new firm staff in how to use various programs and proper protocol.

### SERVICES

Construction

Labor & Employment

### EDUCATION

Fox College, 1994

### LANGUAGES

Spanish