



Melissa Totin

SENIOR PARALEGAL

THE LINK VIRTUAL OFFICE

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OVERVIEW

With over two decades of experience, Melissa is a seasoned trial paralegal focused on litigation support.

Melissa has successfully managed teams of paralegals and overseen department operations, ensuring the smooth and efficient handling of complex legal matters. Known for her strong leadership and organizational skills, she excels at managing multiple projects simultaneously while maintaining high standards of accuracy and professionalism.

Her strategic planning abilities and commitment to fostering positive relationships with clients and colleagues have contributed to a proven track record of delivering results in fast-paced legal environments. Melissa is dedicated to supporting attorneys and clients through all phases of litigation, providing reliable and detail-oriented assistance that drives successful outcomes.

Industry

Financial Services & Capital Markets

Services

Commercial Litigation

Litigation & Alternative Dispute Resolution

Education

- A.A.S., Berkeley College
 - Paralegal Certificate

*Contact Melissa to set up an in-person consultation by appointment in the Washington, DC office.