

# **ATTY. KAREN ABEGAIL S. MONTERON**

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## **OBJECTIVE**

Seeking for a responsible growth oriented position where my qualification and experiences can be effectively utilized and share for the benefit and advancement of the organization and the people I am serving.

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## **PROFESSIONAL EXPERIENCE**

- **Court Decongestion Officer** – Regional Trial Court-Branch 88, Mandaue City  
July 1, 2019-present
    1. Assist in the conduct of inventory of cases in the court
    2. Assist in the legal research and in the drafting of orders, resolution and/or decisions
    3. Perform other court duties assigned by the presiding judge of the court
    4. Attend seminars, workshops and conferences conducted by the Supreme Court
  - **Associate Lawyer** – BPB Law Offices  
June 5, 2018 – January 7, 2019
    1. Advise and represent clients in courts
    2. Prepare and make pleadings
    3. Conduct research and analysis of legal problems
    4. Filing of legal documents
    5. Head in the administrative duties.
    6. Supervise or oversee the duties of the paralegal and process server.
  - **Legal Assistant/ Paralegal** - BPB Law Offices  
April 2015 – May 2017  
January 2018 – June 4, 2018
    1. Follow-up cases in courts
    2. Prepare and make pleadings
    3. Conduct research and analysis of legal problems
    4. Filing of legal documents
    5. Supervise or oversee the duties of the paralegal and process server.
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## **EDUCATIONAL BACKGROUND**

POST-GRADUATE	:	BACHELOR OF LAW University of San Jose Recoletos- Main Magallanes St., Cebu City SY: 2012-2017
TERTIARY	:	Bachelor of Science in Agribusiness Visayas State University Visca, Baybay City, Leyte SY: 2004-2008

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## **SKILLS AND ABILITIES**

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| <ul style="list-style-type: none"><li>• Proficient in MS Office application</li><li>• Skill in Documentation (Photo and Written)</li><li>• Good leadership skill</li><li>• Work Oriented</li><li>• Time conscious</li><li>• Detail-oriented skills</li></ul> | <ul style="list-style-type: none"><li>• Can facilitate training</li><li>• Approachable</li><li>• Can work with less supervision</li><li>• Honest and God fearing</li><li>• Skills in Bookkeeping</li><li>• Good analytical skills</li></ul> |
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