TAMIKA ROLLINS

PERSONAL INJURY PARALEGAL

CONTACT

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SUMMARY

Florida Registered Paralegal with 6 years in personal injury law at Tampa plaintiff firms, currently carrying 85 auto and premises liability files. Handles medical records review, drafts demand letters, resolves liens and runs every case in Filevine from intake through settlement.

SKILLS

- Personal Injury Law
- Filevine
- Case Management
- Medical Records Review
- Demand Letters
- Lien Resolution
- PIP Claims
- Microsoft Office Suite
- Communication Skills
- Multitasking

EDUCATION

Associate of Science

05/2020

Hillsborough Community College

Tampa, FL

Paralegal Studies

CERTIFICATES

Florida Registered Paralegal (FRP)

02/2022

The Florida Bar

EXPERIENCE

Personal Injury Paralegal 01/2022 - Present

Bayshore Injury Law Group Tampa, FL

Plaintiff personal injury firm with 7 trial attorneys.

- Manage case management tasks for **85** pre-suit and litigation files in Filevine for 2 trial attorneys.
- Draft demand letters with medical chronologies and billing summaries, supporting $4.1M in settlements in 2025.
- Complete medical records review for 300+ providers a year and flag treatment gaps for the attorney.
- Negotiate medical lien reductions with hospitals and health plans, raising average client net recovery about 12%.

Legal Assistant 08/2020 - 12/2021

Hillsborough Accident Attorneys Tampa, FL

Auto accident and premises liability practice.

- Set up 25 new client files a month, collecting crash reports, photos and insurance information.
- Updated clients by phone and email on treatment and claim status, keeping weekly contact on every file.
- Filed PIP claim forms and tracked insurer responses for about 70 open claims at a time.