



# Alexis Rasquinha

PARALEGAL MANAGER

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## EDUCATION

Northeastern University, B.A. (2011);  
cum laude

Alexis is responsible for building and maintaining a high-quality team of paralegals to support WMH attorneys on a firm-wide basis. She oversees the management and development of the paralegals as well as the systems and processes utilized to track and produce legal documents. In addition to promoting efficient and optimal utilization of her team members, she identifies opportunities for continuing their legal education and for implementing any necessary policies to ensure best practices.

Prior to joining the firm, Alexis held legal operations and paralegal roles at prominent litigation firms in New York. In these positions, she was responsible for day-to-day business operation strategies; case management and workflow; state and federal court document preparation and filings; and high-volume recruitment efforts.