

# AIMEE M. McCROSKEY, PP

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**Mission** To commit myself to the success of my institution, to attain career growth, and work collaboratively with other national professionals in bridging the gap between medical and legal

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**Key Highlights**

- **OVER 27 YEARS AS A LEGAL PROFESSIONAL**
- **PRESIDENT/CEO**
- **FIRM ADMINISTRATOR**
- **NATIONAL SENIOR CERTIFIED ADVANCED PROFESSIONAL PARALEGAL (PP) with an emphasis as a MEDICAL PARALEGAL SPECIALIST**
- **ELECTED TREASURER, CO-EDUCATION DIRECTOR, AND BOARD MEMBER**

- Bachelor's Degree: Healthcare and Business Administration
- Majored in Nursing; Double-Minored in Community & Public Health and Psychology
- 5+ Certifications
- Notary Public (State of Tennessee)

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## Professional Experience

**President/CEO** (09/2022 to present)  
**McC Legal** Remote / Hendersonville, Tennessee

- Pioneer for **national**, virtual, senior, certified paralegal/administrator services during Covid-19 global pandemic to firms, single-practice attorneys, government agencies, third-party services, and to the U.S. general public (*\*the ABA limits non-lawyer public services to select U.S. states*)
- Control, manage, and direct all sub-contracted legal services
- Emphasis as *Medical Paralegal Specialist*: provide one-stop legal services and summary analyses packages for med-mal/personal injuries, to include key medical findings; subpoena, retrieve, organize, and summarize medical records and medical billing, to include lien settlement negotiations, summary treatment charts, and summary Excel spreadsheets
- Additional emphasis in *civil litigation, employment law, domestic / civil, corporate transactional, contracts, firm admin*
- Supplementary extensive history in *federal litigation, bankruptcy, appellate, criminal, and federal criminal appellate*
- Deliver comprehensive case analysis reports, complete with state law findings & conclusions; provide thorough deposition/mediation/arbitration/trial preparation; available for 2<sup>nd</sup> chair trial attendance

**Treasurer / Co-Education Director / Board Member** (09/2019 to 06/2023)  
**The National Association for Legal Support Professionals** (a non-profit organization; Nashville, TN Chapter)

- Elected 2019, 2020, 2021, and 2022; Attend monthly Board Meetings; prepare minutes and amend bylaws
- Control non-profit general ledger; generate monthly Treasurer's Reports, financial reports, file yearly taxes
- Engage in promotional ideas and co-strategize in marketing and growth of association

**Firm Administrator** (03/2022 to 09/2022)  
**Farrar and Bates, LLP** Brentwood, Tennessee

- Director of Administration; recruited from Burr and Forman/responsible for supervising all business functions, including HR, re-negotiating vendor contracts, reducing firm overhead
- Create/execute improvements in policies/procedures to ensure federal/state/local compliance
- Control general ledger, banking registers, information systems
- Manage/direct accounts receivable/payable; reduced monthly accounts payable by 30% w/in 4 months
- Generate/distribute weekly cash available reports; monthly attorney/paralegal performance quota reports

**Civil Litigation and Employment Law Paralegal** (04/2021 to 03/2022)  
**Burr and Forman, LLP** Nashville, Tennessee

- Single-Point Litigation Paralegal to entire Nashville, TN division (over 25 attorneys)
- Responsible for admin of assigned files in *civil litigation / employment law / federal criminal / appellate law*

**Medical Paralegal** (10/2020 to 01/2021)  
**Gordon Rees Scully and Mansukhani, LLP** Franklin, Tennessee

- Responsible for similar admin of assigned files in *healthcare litigation / civil litigation / employment law*

**Legal Administrative Assistant / Civil Litigation Paralegal** (12/2019 to 06/2020)  
**Leader, Bulso, and Nolan, PLC** Nashville, Tennessee

- Recruited from Special Counsel & Neal & Harwell to manage firm relocation
- Assist Firm Administrator in administrative functions
- Responsible for admin of assigned files in *civil litigation / corporate transactional / appellate*

<b>Executive Arbitration Assistant / Legal Administrative Assistant</b> <b>Neal and Harwell, PLC</b>	(09/2016 to 12/2019) Nashville, Tennessee
<ul style="list-style-type: none"> <li>• Exec. Arb. Assist. to The Honorable Robert L. Echols (Ret. U.S. District Court, Middle District TN)</li> <li>• Recruited from Special Counsel; responsible for admin of assigned files in <i>civil litigation / domestic / estate law / arbitration / high-profile litigation / personal injury / business transactional / employment law / appellate law</i></li> <li>• Attend trials/co-manage flow of proceedings</li> <li>• Create/manage estate Excel ledgers, estate bank registers, and manage timely payments of estate debt</li> </ul>	
<b>Staff Trainer / Memory Care Certified Nursing Assistant (CNA)</b> <b>Stones River Manor Assisted Living Facility</b>	(06/2012 to 05/2017) Murfreesboro, Tennessee
<ul style="list-style-type: none"> <li>• Hired and promoted to supervise/train/instruct CNAs in Memory Care</li> <li>• Administer medications, measure/record vital signs, report changes/tissue observations; apply clean dressings, slings, stockings, bandages; assist w/feeding, bathing, ambulation, food/liquid intake, urinary/fecal output; and other essential caretaking and memory rehabilitation</li> </ul>	
<b>RN Clinical Intern</b> <b>MTSU Nursing School</b>	(01/2012 to 09/2016) Murfreesboro, Tennessee
<ul style="list-style-type: none"> <li>• Acting-RN under supervision of EXL Track preceptor with emphasis in Med-Surg and OB</li> <li>• St. Thomas Rutherford Hospital (Med-Surg): Same Day Surgery/OR/Cardiac Rehab/Cath Lab/Oncology</li> <li>• St. Thomas Rutherford Hospital (OB): Labor &amp; Delivery/Postpartum/Nursery/Neonatal Care</li> <li>• Community &amp; Public Services: Vanderbilt Women's Health Clinic, Nissan Smyrna Health Clinic</li> </ul>	
<b>Sub-Contracted/Fixed-Term Paralegal</b> <b>Special Counsel</b>	(05/2012 to 09/2016) Nashville, Tennessee
<ul style="list-style-type: none"> <li>• Contracted with various law firms while completing my degree as a full-time nursing student, including Leader, Bulso, &amp; Nolan (2014-2015), as well as Neal &amp; Harwell (2015-2016)</li> </ul>	
<b>Senior Paralegal/Mediation Assistant</b> <b>Kious, Rodgers, Barger, Holder, and Kious, PLLC</b>	(04/2007 to 03/2011) Murfreesboro, Tennessee
<ul style="list-style-type: none"> <li>• Senior Paralegal: assist to interview, hire, supervise, and train new paralegal/legal assistant staff</li> <li>• Mediation Assistant to The Honorable J.S. "Steve" Daniel (Ret. TN Senior Judge, Chief Disciplinary Counsel, Rutherford County Circuit Court Judge, and Mediator)</li> <li>• Responsible for admin of assigned files in <i>domestic/criminal/collections/workman's comp/estate planning/real estate/name changes/bankruptcy/corporate maintenance</i></li> <li>• Increased case-related collections by 80% within 1 year</li> </ul>	
<b>Paralegal/Assistant Office Administrator (Domestic/Criminal/Estate Law)</b> <b>Arthur Bass, Attorney at Law</b>	(03/2006 to 04/2007) Cleveland, Tennessee
<b>Executive Coordinating Assistant, Logistics Division</b> <b>Publix Headquarters Corporate Office</b>	(01/2003 to 10/2004) Lakeland, Florida
<b>Legal Assistant (Domestic/Criminal/Personal Injury Law)</b> <b>Massey and Speak, PC</b>	(04/2001 to 10/2002) Chattanooga, Tennessee
<b>Legal Administrative Assistant/Legal Secretary (Domestic/Criminal Law)</b> <b>Lisa Z. Espy, Attorney at Law</b>	(10/1998 to 03/2001) Chattanooga, Tennessee

**Education/  
Certifications**

- Bachelor of Science: MTSU: Healthcare & Business Administration [Dean's List]
- National Healthcare Corporation: Certified Nursing Assistant (CNA) Program
- Certified – American Red Cross: First Aid/CPR/AED Certified for adult/child/baby
- Certified – NALS: Nationally Certified Advanced Professional Paralegal (PP)
- Certified – Westlaw: Professional Paralegal Research Certification
- Certified – LexisNexis: Professional Paralegal Mastery Certification
- Certified – Clio: Legal AI Certification
- Notary Public: State of Tennessee – commissioned and bonded

**Computer  
Proficiency**

- **CORPORATE:** Microsoft Office Suite, QuickBooks, PCLaw/Time Matters, Amicus Attorney, Citrix, iManage, ProLaw, Worldox, CompuLaw, Westlaw, LexisNexis, Clio, CaseText, Adobe Pro, Nuance/Kofax, Google Docs, DocuSign, Court Case Finder, Juris, Big Time, InTapp, Arlo, Spring Ahead, Element 55, Aderant, ChromeRiver, CM/ECF filing systems, Zoom, WebEx, Microsoft Teams, and dictation
- **MEDICAL:** Cerner, PowerChart, MAR, I-View, MedaTrax, & CIOX Medical Records Systems