

James Andersen

Consultant

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James Anderson has more than 10 years of experience working as a Construction Paralegal and one year as a Construction Consultant. He provides consulting services to construction contractors in large commercial and government projects – litigation, arbitration, and claims disputes. James is highly qualified at performing review and analysis of construction documents, claim, court and regulatory documents, deposition transcripts, witness statements and interviews, pleadings, statements of claims, complaints, and court and regulatory hearing transcripts.

Selected Project Experience

- ▶ Performed review and analysis of construction documents (progress reports, labor rates & reports, cost data and reports, invoices, PODs, change orders, PCOs, pile driving records, meeting minutes, schedules, correspondence, inventory and equipment lists, materials lists, daily and weekly reports, contracts, regulatory, plans and drawings, performance reports, estimates, proposals, payment applications, monthly progress reports)
- ▶ Reviewed claim, court, and regulatory documents – deposition transcripts, witness statements and interviews, pleadings, statements of claims, complaints, court and regulatory hearings transcripts.
- ▶ Researched and located relevant construction reference materials.
- ▶ Summarized project site conditions.
- ▶ Provided support on reports and evaluations related to delay, damages, schedules, quantum, and commercial damages projects.
- ▶ Extracted data from all types of construction related documents PODs, invoices, progress reports, pile driving for use in analysis.
- ▶ Converted PDFs and other document types for use in Excel.
- ▶ Prepared, revised, and finalized expert reports / analysis / evaluations.
- ▶ Performed review of voluminous eDiscovery databases, including a large highway expansion project claim response (6 million documents).
- ▶ Reviewed, assisted, and supported in preparing analysis on a variety of projects (highway, wind farms, piers, pump stations, nuclear and conventional powerplants).
- ▶ Organized, inventoried, and managed large databases on a variety of expert projects.
- ▶ Exhibit Manager - created new projects, managed databases, and trained consultants.
- ▶ Prepared PowerPoint presentations for use in mediation, arbitration, and trial.
- ▶ Trained consultants and other outside partners in the use of eDiscovery software.



EDUCATION

- **Ashworth College**
Associate of Arts in Paralegal Studies
- **University of Northern Colorado**
B.A. History / Teaching

CERTIFICATIONS & LICENSES

- eDiscovery
- Law Pre-Discovery
- Summation
- Concordance
- Eclipse SE & IPro

AFFILIATIONS

- Phi Alpha Theta (National Historical Academic Society)
- Rocky Mountain Paralegal Association
- National Association of Legal Assistants
- National Paralegal Association

TECHNOLOGY/SOFTWARE PROFICIENCIES

- eDiscovery (Eclipse, IPro, Everlaw, ThomsonReuters, Relativity, Exterro, Disco, Nextpoint, CVL, Axcelerate), Adobe Acrobat DC, Exhibit Manager, Able to Extract, Netdocs, iManage, LawTool Box, Microsoft Office 365 Suite (Word, PowerPoint, Outlook, Access, One Note), Procure, Bluebeam, Aconex, SharePoint, Citrix ShareFile, DropBox, Hightail, Move-It, Webex, Zoom, Lexis-Nexis, Electronic Filing (PACER, CM/ECF, Colorado Courts E Filing)