



**Melanie de los
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eDiscovery Law Clerk

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As an eDiscovery Litigation Law Clerk, Melanie de los Reyes has a proven track record of delivering exceptional support in complex civil and commercial litigation, including high-stakes, multi-party construction disputes. Drawing on decades of litigation experience and a strong technical background, she excels at managing the full spectrum of document-related tasks essential to successful outcomes.

Melanie collaborates closely with a team of lawyers, leveraging her in-depth knowledge of the *Rules of Civil Procedure* and advanced eDiscovery processes to coordinate and oversee large-scale document reviews, organize intricate case files, draft comprehensive document lists, and execute precise, targeted searches. Proficient in industry-leading eDiscovery platforms—including DISCO, Relativity, IPRO Discovery Local, and IPRO for Enterprise—she ensures the efficient and defensible collection, processing, review, and production of documents. In addition, she is highly proficient in the full Microsoft 365 suite, with strong command of workflows such as document management, collaboration, and compliance processes. She also possesses deep expertise in configuring and administering OneDrive and SharePoint infrastructure, ensuring optimal setup, secure data storage, effective access management, and seamless team collaboration.

Her exceptional organizational skills and meticulous attention to detail enable her to navigate and synthesize voluminous, complex documentation with accuracy and precision. Additionally, Melanie’s valuable experience at a digital forensics and litigation support firm has further honed her ability to solve problems and develop streamlined workflows tailored to each case’s unique needs. She collaborates regularly with IT teams and colleagues to implement innovative solutions, demonstrating a proactive approach and an unwavering commitment to excellence.