



EXPLICO

HEIDI ZIEGLER

Project Manager

EDUCATION

UNIVERSITY OF PHOENIX

- MA, Organizational Management
- BS, Business Administration

LICENSES & CERTIFICATIONS

- Paralegal Studies, California State University Hayward
- Notary Public

AFFILIATIONS

- Rocky Mountain Paralegal Association (RMPA)
- National Federation of Paralegals Association (NFPA)
- Colorado Association of Litigation Support Professionals (COALSP)
- Women in e-Discovery (Denver Chapter)

PROFESSIONAL PROFILE

Heidi Ziegler is a results-oriented litigation paralegal with wide-ranging experience in several areas of law with an emphasis in complex civil litigation at state, federal, and appellate levels. Ms. Ziegler routinely manages case workflow from initiation through settlement or trial. Ms. Ziegler has a proven ability to maintain a composed and professional demeanor while managing simultaneous tasks in a fast-paced and high-stress environment. Ms. Ziegler fosters strong relationships with attorneys, staff, and clients to achieve strategic case objectives and firm deliverables working independently or within a team structure. Ms. Ziegler excels in time management, research, and technology.

AREAS OF EXPERTISE

- Complex Civil Litigation
- Personal Injury Litigation
- Legal Case Management
- E-Discovery
- Trial Presentation

CONTACT INFORMATION

(303) 906-1313 | hziegler@explico.com | explico.com



EXPERIENCE

- **Explico**
Project Manager — 2023-Present
- **The Frankl Law Firm, P.C.**
Firm Administrator / Paralegal — 2018-2022
- **Ballard Spahr LLP**
Litigation Paralegal — 2013-2018
- **Featherstone Petrie DeSisto LLP**
Senior Paralegal — 1998-2013