



# Kristen A. Szolis

**Paralegal**

[kszolis@bastamron.com](mailto:kszolis@bastamron.com)

Miami

305.379.7904



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Kristen A. Szolis is a paralegal at Bast Amron, bringing over 20 years of experience as an administrative and legal assistant. Her extensive career is marked by strong communication, leadership, and organizational skills, earning her a reputation for professionalism and a friendly demeanor. Kristen-Alessandra excels in both independent and collaborative settings, consistently delivering high-quality work.

At Wadsworth, Margrey & Dixon, LLP, she honed her skills in preparing and filing pleadings, coordinating hearings, managing complex scheduling, organizing depositions and mediations, and maintaining court emails and pleadings. Her role at Shutts & Bowen, LLP, involved processing expenses and invoices, managing time entries, organizing attorney prebills, filing new cases, coordinating with process servers and opposing counsel, and handling client engagement letters and scheduling.

During her tenure at Hoffman, Larin & Agnetti, P.A., Kristen streamlined billing processes, managed backlogged case files, assisted clients, prepared and filed bankruptcy petitions, and managed communications with trustees. Her earlier roles at RKE Law Group and Robert A. Angueira, P.A. involved assisting clients with bankruptcy petitions, organizing files for hearings, conducting docket searches, managing lead sources, drafting and processing legal documents, and handling communications with trustees.

Kristen began her career at Dunn & Associates, where she answered telephones, managed files, and processed legal documents. Her innate organizational skills have led her to create systems and processes that improve efficiency and workflow quality. Kristen's extensive experience and dedication to her role make her an invaluable asset to Bast Amron and the clients she serves.

