

DANIEL A. WILLIAMS

Paralegal Specialist | Legal Assistant

Mobile: 855-673-6713

- Email: danielwilliams@federalresumeguide.com

SUMMARY:

Highly efficient, hardworking, and responsible paralegal with 8 years of licensed experience. Two years ago, have obtained official advanced certification (ACP) and hold a list of professional recommendations from the management team. Apply in-depth knowledge of Litigation Management and Legal Function in everyday tasks.

Extremely resourceful in directing legal research and case investigations. Over the past 6 years have helped to win more than 40 court cases. Always stay dedicated, reliable, and ready to handle a high volume of work. Build a trusting relationship with the whole team (including the regional attorney). Seeking for career growth and new professional challenges.

PROFESSIONAL EXPERIENCE:

Senior Paralegal

03/2016 – Present

USAJOBS (Other Agencies and Independent Organizations), Denver, CO

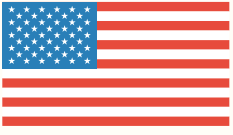
- Prepare administrative action under regulatory programs, including drafting legal documents (coordinate legal papers with the regional attorney).
- Assist the local staff attorney in preparing for administrative and civil litigation (draft the litigation report consistent with guidance).
- Manage and use complex automated discovery databases and IT tools and train ORC and LEP lawyers on the use of these tools.
- Responsible for replying to requests under the Freedom of Information Act (FOIA).
- Design and manage papers for complex cases.

Paralegal Specialist

01/2010 – 02/2016

United States Department of Homeland Security, Bloomington, MN

- Responsible for reconsidering and preparing cases within the assigned authority to completion.
- Develop and assessing all evidence, facts, and circumstances associated with cases.
- Receive, review, and assess requests seeking relief from seizure, fine, or liquidated damages.
- Provide technical management on multiple issues and resolve differences of evaluation among workers and the trade community.



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Junior Legal Assistant

03/2007 – 10/2009

United States Department of Justice, Victorville, CA

- Protect the legal, economic, and moral well-being of the United States Department of Justice.
- Provide the Department legal and administrative support to Paralegal and Senior Attorney (monitoring of applications submitted under the Freedom of Information and Privacy Acts, Administrative Remedy Appeals).
- Make travel arrangements for legal staff, and complete Time and Attendance reports.
- Serve with the formation of objects, foreign qualifications, and other registrations.
- Assist with scheduling and other administrative matters.

KEY SKILLS:

- Document Management Knowledge
- Legal Function Knowledge
- Knowledge of Criminal and Civil Provisions
- Litigation Management Knowledge
- Ability to Conduct Interviews
- Knowledge of Business Principles and Techniques
- Accuracy and Attention to Detail
- Problem Solving Knowledge

EDUCATION:

Denver Paralegal Institute

2001-2006

Paralegal Certificate, ABA-approved Paralegal Program
GPA 4.0

CERTIFICATES:

- Advanced Certified Paralegal (ACP), USAJOBS, Denver, CO (2017)
- Certified Paralegal (CP)