

Andrea P. Hart, RP

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SKILLS:

- Experienced legal researcher
- Adept at drafting pleadings and simple to complex correspondence
- Quite capable in understanding the law and complex regulations
- Able to communicate with legal and non-legal communities with ease
- Possess a keen eye for details

EMPLOYMENT:

CACI International, Inc., Alexandria, VA 08/2015 - Present

Sr. Paralegal; Assigned to Securities and Exchange Commission, Atlanta, GA

- Contract litigation paralegal assisting SEC trial attorneys in multiple lawsuits and administrative proceedings;
- Supporting trial and investigative attorneys
- Draft pleadings;
- Conduct legal research;
- Manage pleading files and trial exhibits;
- Organize and maintain evidence per SEC rules;
- Proposed mock jury panel for Trial matters
- Assist in preparation for trials, hearings, depositions; and,
- Attend hearings and trials.
- **Practice areas include:** Securities and financial transaction fraud.

OFFICE OF THE FULTON COUNTY ATTORNEY, Atlanta, GA

06/2015 – 08/2015

Litigation Legal Assistant

In-house support to four (4) attorneys on Public Safety Team;

- Served the Sheriff's, Police and Fire Departments, Marshal's Service, District Attorney and Solicitor's Offices;
- Drafted and filed pleadings;
- Drafted correspondence;
- Communicated with other legal professionals, clients and opposing counsel; and,
- Maintained electronic and hard-copy pleadings files.
- **Practice areas included:** Section 1983 claims/lawsuits; breach of contract.

CONTRACT POSITIONS, Atlanta, GA

05/2014 – 02/2015

Litigation Paralegal (Various Contract Positions)

- Worked through Robert Half Legal and Beacon Hill Staffing;
- Higher Education: Office of the General Counsel, Board of Trustees;
- Specialized in multi-state wrongful death and soft-tissue lawsuits;
- Drafted Complaints/Amended Complaints, and discovery;
- Conducted legal research; drafted and responded to Discovery;
- Had frequent communication with clients;
- Regularly communicated with judges' staffs, opposing counsel/staff;
- Regularly communicated with medical and other providers; and,
- Assisted with hearings and trial preparation.
- **Specialty areas included:** Tractor-trailer truck accidents, automobile accidents, slip and fall, premises liability, medical mal-practice, Georgia and Florida practice, e-discovery, University governance.

GWINNETT COUNTY DEPARTMENT OF LAW, Lawrenceville, GA

10/2005 – 11/2013

Litigation/Transactional Paralegal

- Government Defense and Plaintiff's litigation paralegal;
- Served as paralegal in real estate closings;
- Investigated personal injury claims/lawsuits filed against county/employees;
- Interviewed and memorialized internal/external witness interviews/statements;
- Determined county's liability and recommended settlement amount;
- Timely responded to Open Records Requests;
- Drafted pleadings to include complaints and answers;
- Drafted affidavits and discovery;
- Conducted extensive statutory, case law, ordinance, and Internet research;
- Responsible for extensive e-discovery production in Service Delivery Strategies lawsuit;

- Trial/deposition/mediation preparation, assistance, and participation;
- Investigated employee and citizens' claims/lawsuits;
- Assisted in gathering and reviewing EEOC documents;
- Regularly included in case strategy meetings;
- Worked and communicated with outside counsel as needed;
- Routinely communicated with internal clients;
- Assisted with identifying legal issues for state and federal matters;

EMPLOYMENT:
Continued

GWINNETT COUNTY DEPARTMENT OF LAW, *Continued*

Litigation/Transactional Paralegal

- Secured, analyzed, and produced evidence;
- Responded to internal client needs for research and assistance;
- Reviewed new and old legislation to assist departments with compliance;
- Drafted policies and procedures for departments as needed;
- Conducted post-judgment collections to include default/judgment garnishment pleadings;
- Skip traced absentee property owners, tax evaders, etc.;
- Research routinely used in winning motions for summary judgment;
- Drafted memoranda and general legal/business correspondence;
- Drafted and compiled real estate closing package documents for FEMA grant program;
- Trained others and reviewed work for FEMA grant program management; and,
- Reviewed/edited County's federal litigation "hold" policy.
- **Practice areas included:** labor and employment law, risk management claims/suits, insurance defense, zoning litigation, breach of contract/post-judgment collections, Section 1983 claims/lawsuits, condemnations, some bankruptcy, certain real estate transactions (FEMA Grant Program); and county/state government law.

FELLOWS, JOHNSON & LA BRIOLA, LLP, *Atlanta, GA*

04/2004 – 09/2005

Civil Litigation Paralegal

Plaintiff's and Defense paralegal;

- Supervised shared legal assistant;
- Assisted with trial preparation;
- Drafted complaints and answers;
- Routine communication with clients;
- Performed legal research and analyzed evidence;
- Regular interaction with outside legal professionals; and,
- Post-judgment collections from complaint to default to asset/party search and recovery.
- **Practice areas included:** Construction, asbestos defense, medical malpractice, Breach of Contract/post-judgment collections, insurance defense, and maritime law.

NAKAMURA, QUINN & WALLS, LLP, *Decatur, GA*

05/2002 – 04/2004

Paralegal/Office Administrator (*Now defunct*)

Operated in Georgia office and communicated with Birmingham, AL office;

- Assisted attorneys in representing Labor Unions;
- Prepared EEOC and NLRB charges, complaints, motions;
- Drafted discovery and other legal documents;
- Filed pleadings with various courts and agencies; and,
- Managed office; prepared time and billing statements for Atlanta office.
- **Practice areas included:** Labor and Employment.

THE MACKENZIE AGENCY, *Conyers, GA*

04/2000 – 7/2003

Paralegal/Investigator, (Contract)

- Drafted post-conviction relief reports; and,
- Interviewed references, retrieved and reviewed trial transcripts and other court documents.
- **Specialty areas included:** Post-conviction parole board reports.

LAW OFFICE OF BRENDA JOY BERNSTEIN, *Atlanta, GA*

05/2000 – 10/2000

Criminal Defense Paralegal, (Contract)

- Contract criminal defense paralegal;
- Reviewed evidence, conducted initial interview of new clients; and,
- Communicated with probation officers, district attorneys' offices; and judges/staffs; and,
- **Practice areas included:** Criminal defense.

EMPLOYMENT: <i>Continued</i>	<p>DEKALB COUNTY COURT ADMINISTRATION, Decatur, GA 01/2000 – 04/2000 Program Coordinator, Stone Mountain Judicial Circuit First coordinator for the DeKalb Family Law Information Center, (DeKalb FLIC);</p> <ul style="list-style-type: none"> ▪ Responsible for establishing and organizing new office; ▪ Worked closely with DeKalb Legal Aid for program development; ▪ Drafted detailed instructions for pleading packets created by Legal Aid; ▪ Drafted glossary of legal terms for County’s website; and, ▪ Served as liaison between judges and pro se family law litigants. ▪ Practice areas included: Family law pro se litigants. <p>DEKALB COUNTY SUPERIOR COURT, Decatur, GA 07/1998 – 01/2000 Sworn Deputy Clerk, Stone Mountain Judicial Circuit</p> <ul style="list-style-type: none"> ▪ Served as deputy clerk, criminal division, to the Hon. Hilton Fuller; ▪ Attended all trials and hearings; ▪ Swore-in witnesses, when necessary; ▪ Wrote all criminal sentence orders; ▪ Docketed all orders in Clerk’s Office files; ▪ Certified clerk’s office documents; ▪ Provided updated information to NCIC, GCIC, DOC, and Pardons & Paroles; ▪ Researched back-logged matters reducing 300 to 2 open matters; and, ▪ Communicated with prosecutors, defense counsel and other law enforcement professionals. ▪ Practice area included: Felony criminal prosecution. <p>INTERNAL REVENUE SERVICE, Atlanta, GA 01/1998 – 07/1998 Tax Examiner 02/2000 – 10/2000</p> <ul style="list-style-type: none"> ▪ Trained on IRS individual tax return correction laws/procedures; ▪ Reviewed individual taxpayer returns for errors and fraud; and, ▪ Sent Taxpayer Notices. ▪ Practice area included: Tax law. <p>THE PENNSYLVANIA STATE UNIVERSITY, Abington, PA 09/1988 – 07/1997 Continuing Education Representative</p> <ul style="list-style-type: none"> ▪ Served as link between the University and the business community; ▪ Sold training programs to business and industry; ▪ Managed dual-enrollment program for high school students; ▪ Managed major national training program for Amtrak; ▪ Interviewed and hired part-time faculty; ▪ Created marketing brochures and course bulletins; ▪ Supervised secretarial support; ▪ Served on various university committees; ▪ Served as advisor to a student organization; and, ▪ Had budgetary responsibilities in excess of \$100,000.00 ▪ Specialty areas included: Adult and non-traditional continuing education. <p>GREATER ATLANTIC HEALTH INSURANCE, Philadelphia, PA 09/1986 – 09/1988 Insurance Agent (Formally John Hancock Health Plan) Agent operating within the government plans sector;</p> <ul style="list-style-type: none"> ▪ Transferred Medicaid recipients to HMO plans; and, ▪ Produced sales reports. ▪ Specialty area included: Insurance sales. <p>CITY OF PHILADELPHIA, Philadelphia, PA 05/1986 – 08/1986 Program Aide/Assistant</p> <ul style="list-style-type: none"> ▪ Served as program assistant in community programming unit; and, ▪ Assisted with planning and executing community summer programming. ▪ Specialty area included: Community development.
ASSOCIATIONS:	<p>GATE CITY BAR ASSOCIATION, Paralegal Affiliate Section (GCB) Atlanta, GA 04/2004 – Present</p> <ul style="list-style-type: none"> ▪ Member <p>GWINNETT LAWYERS’ ASSOCIATION, Paralegal Affiliate Section (GLA) Lawrenceville, GA 11/2011 – 11/2013</p> <ul style="list-style-type: none"> ▪ Member

	GEORGIA ASSOCIATION OF PARALEGALS (GAP) Atlanta, GA	10/2001 - Present
	<ul style="list-style-type: none"> ■ Chair, GAP Technology Conference ■ PACE Registered Paralegal, ■ PACE Scholarship Award Recipient ■ Member 	
	GEORGIA COUNCIL OF COURT ADMINISTRATORS (GCCA) Atlanta, GA	01/2000 – 12/2001
	<ul style="list-style-type: none"> ■ Member 	
	PENNSYLVANIA BLACK CONFERENCE ON HIGHER EDUCATION (PBCOHE) Harrisburg, PA	08/1991 – 07/1997
	<ul style="list-style-type: none"> ■ President ■ Eastern Region Director ■ Member 	
	NATIONAL UNIVERSITIES OF CONTINUING EDUCATION ASSOC. (NUCEA) Washington, DC, (Now UPCEA)	09/1988 – 07/1997
	<ul style="list-style-type: none"> ■ Member 	
EDUCATION:	THE NATIONAL CENTER FOR PARALEGAL TRAINING, INC.	12/2000 – 10/2001
	Atlanta, GA (Now Defunct) ABA Approved Paralegal Certificate, Civil Litigation Major, With Honors, 4.0 GPA	
	DREXEL UNIVERSITY	08/1993 – 05/1994
	Philadelphia, PA Master of Arts, Arts Management, 4.0 GPA, <i>Not Conferred</i>	
	OBERLIN COLLEGE AND CONSERVATORY OF MUSIC	08/1982 – 05/1986
	Oberlin, OH Bachelor of Music, Voice Performance, 3.02 GPA	
CLE COURSES ATTENDED:	Nuts & Bolts of Local Government Law, ICLEGA; Winning Settlement Demand Packages, ICLEGA; Georgia Auto Insurance, ICLEGA; Labor and Employment Law Institute, ICLEGA; Electronic Discovery, ICLEGA; Georgia Laws of Torts; ICLEGA; E-Discovery, GAP; Employee Blogging, Emory Center for Lifelong Learning; Arbitration Institute, Media and the Law, ICLEGA.	
LEGAL SKILLS/ CERTIFICATIONS:	Comfortable drafting policies and procedures, as well as various pleadings and discovery to include: complaints, all types of discovery, motions, and memoranda. Adept at researching statutory and case law, summarizing depositions and fully familiar with filing procedures in federal and state courts and service of process rules. Familiar with family law, employment law, governmental/municipal law, debt collection law/procedures, criminal law, eminent domain, risk management. PACE Registered Paralegal since February 2006. Experienced and sworn superior court deputy clerk. Notary Public.	
VOLUNTEERISM/ COMMUNITY INVOLVEMENT:	District 4 Appointee to the Community Council of the DeKalb County Department of Planning and Sustainability, since April 2016. District 4 Appointee to the Citizens Advisory Board of the DeKalb County Department of Recreation, Parks, and Cultural Affairs, since April 2016. Petitioned the DeKalb County School Board for a policy change to include dually-enrolled students in the Quality Points Program for GPAs, enjoyed by Advanced Placement (AP) and International Baccalaureate (IB) students. The policy was changed system wide in December of 2014.	
SOFTWARE:	Microsoft Suite, Client Profiles, TimeSlips, Needles, Lexis Nexis, West Law, Recommend, Edgar, The HUB, Accellion, CourtLink, e-QIP, FACTIVA.	
PUBLICATION:	<i>Parity Needed for AP and Dual-enrolled Students</i> , CrossRoads News, February 14, 2014 http://crossroadsnews.com/news/2014/feb/14/Parity-needed-for-AP-and-dual-enrolled-students/ <i>What is a Paralegal</i> , The Paralegal Corner, Gwinnett County Minority Bar Association, Vol. I, February 2011 http://gcmba.org/the-paralegal-corner/	