

RESUME
ATTORNEY-AT-LAW

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ATTORNEY EXPERIENCE.

Date Admitted in Georgia: 7/6/95
7/95 to present

L.F. Davidson & Associates, LLC

General Practice. Principal attorney of general practice law office. Areas of law: Business Agreements/Contracts, Criminal defense Debtor/Creditor, Divorce, Employer/Employee disputes, Family law, Health Care/Personal Directives, Landlord and Tenant, Leases/Deeds, Name change, Negligence claims, Personal Injury and Accidents, Quitclaim/Real Estate matters, Traffic law, Wills, Wrongful death claims, and civil litigation. As the principal attorney, responsible for interviewing potential clients, fact finding, research and legal analysis of cases. I personally screen all calls and perform consultations with clients. I average 500-1000 calls per year. I currently maintain an office in Athens, Georgia. I have offices in several cities in Georgia including Atlanta and Savannah.

PARALEGAL EXPERIENCE:

11/91 to 3/92

COUNTRY-WIDE INS. CO.
CHEVEN & KEELY, ESQS.

90 Washington Street
New York, NY 10007

Calendar Clerk/Litigation Assistant. Managed calendar department for In-House counsel to Country-Wide Ins. Co. I docketed and followed cases, filed documents, assisted in preparing cases for trial, assisted in billing, assisted in file identification and retrieval, kept logs and journals, and performed simple research when required. Position required full working knowledge of Court system, civil litigation, subrogation, arbitration, and insurance defense.

1/90 to 1/91

MILTON M. WITCHEL, P.C.

36 W. 44th St.
New York, N.Y. 10036

Senior Litigation Paralegal. Assigned to the office of the Managing Attorney. I drafted pleadings, motions and other documents, arranged meetings and conferences with clients and attorneys, summarized large documents for trial, hearings, arbitrations. Drafted communications and correspondence to client insurance companies, performed complex legal research, represented the office in non-attorney matters, and performed other essential law office duties when required. My position required full working

knowledge of insurance defense, including legal theories such as premises and property liability, comparative and contributory negligence, subrogation, counterclaims and cross-claims.

2/89 to 1/90

DAVID M. LEE, ESQ.

225 Broadway, Ste. 600

New York, N.Y. 10007

Litigation Paralegal. Assigned to the Probate Division, I drafted probate petitions, affidavits and pleadings, and assisted litigation staff by drafting replies and responses, and other documents. I also performed legal research and Court work. Duties also consisted of setting up estates, obtaining Letters of Administration and assisting attorneys with probate related litigation. This office was a plaintiff 's personal injury firm of 6 attorneys. It was my first law office job after graduating paralegal school. I was initially hired as a deposition clerk / legal assistant responsible for discovery review, calendar, pre-settlement case evaluation, investigations and case research.

OTHER JOBS RELATED TO THE LEGAL FIELD

Police Dispatcher (NYS Dept. Of Public Safety)

U.S. Immigration Detention Officer, INS-DOJ

U.S. Border Patrol Officer; INS- DOJ.

Park Ranger- Westchester Co., NY (Seasonal)

Internship: Atlanta Legal Aid Society (January, 1995-May, 1995)

Subpoena server/Assistant Private detective

Private Security: Burns Int'l Security Services; CPP Security Services and Command Security

SPECIAL HONORS AND AWARDS

Granted Top Secret Security Clearance concerning planned and current U.S. missile technologies

Granted Top Secret Security Clearance to assist FBI, Federal Police and U.S. Secret Service in providing security at President Ronald Reagan's 2nd inauguration

Granted Classified Secret security clearance while working with FBI and the Supervising Assistant U.S. Attorney General on federal prosecution of suspected members of La Costa Nostra in NYC.

Awarded certificate of successful completion of training to operate the NY State Crime Information Network Computer (NYSPIN) by the NY State Police.

Awarded certificate of successful completion of the U.S. Border Patrol Academy

Awarded certificate for successfully mastering use of weapons required of a Border Patrol Officer in the field.

EDUCATION

John Marshall Law School: J.D. degree- Atlanta, Ga., February, 1993 to May, 1995. **Dean 's List 6 of 8 semesters. Graduated with honors (Cum Laude). Passed Georgia Bar 1st time February, 1995, prior to graduation as 3rd year student.**

The Graduate Center for the City University of New York, N.Y., January 1991-January 1992

(Master 's program- International Studies).

John Jay College of Criminal Justice-Masters Program: (City University of New York) September, 1984-June 1985. Program: Forensic Psychology

Paralegal Studies: ABA Paralegal degree; Mercy College, White Plains, NY., December, 1988.

U.S. Border Patrol Academy: Federal Law Enforcement Training Center, (FLETC), Brunswick, Ga.; July, 1985- November, 1985. Federal Law Enforcement Degree; Academic courses concentrated in Spanish language, Constitutional law, Criminal law, Immigration & Naturalization Law.

State University of New York College at New Paltz, New Paltz, NY. May, 1984. B.S. (4 year program) degrees- Major: Social Psychology/Criminology; Minor: Philosophy.

Yorktown High School, Yorktown Heights, NY: College-Prep courses concentrating in Spanish and French languages. While attending YHS, was a member of the Student Counsel. Also participated in 6 seasons of Winter and Spring track and field, qualifying for the state championships twice; earned two varsity letters for excellence in track, member of YHS cross country team, was accepted onto YHS tennis team, Freshman baseball team, Junior Varsity basketball team, and lastly YHS golf team.