

DEPARTMENT OF JUSTICE, CIVIL DIVISION
Job Announcement Number: **SW12210-R1-526312PP135489**
Pay Scale & Grade: **GS-0905-11/15**
Security Clearance: **Active Top Secret Security Clearance**
Citizenship: **U.S. Citizen**

QUALIFICATIONS PROFILE

Astute, goal-driven, and seasoned legal professional with comprehensive experience in directing operations in the criminal court, overseeing board operations and businesses, and serving on committees and planning agendas for meetings. Equipped with hands-on experience in laws and legal proceedings, data research, and decision-making processes. Effective mentor and leader, with hands-on experience facilitating trainings and honing competencies of employees. Articulate communicator; bilingual in English and Spanish.

Additional qualifications include:

- Skilled at assessing new and recommend legislation concerning the profession or activities related to the profession as well as introducing new or changes in forms and procedures to improve operations.
- Efficient at conducting investigations through the Enforcement Bureau while receiving and summarizing collected evidence and submitting reports to the board for action plan.
- Armed with strong analytical capabilities and out-of-the-box thinking to capture key issues and formulate competitive action plans on time, and within budget and specifications.

RELEVANT EXPERIENCE

Office of the Attorney General | Complete Street Address, Newark, NJ, USA 07102

Acting Executive Director

Jun 2019–Present

Supervisor: [Please Specify](#)

Hours per Week: [Please Specify](#)

Contact No. ([May be contacted](#)/[Do not Contact](#))

Annual Salary: [Please Specify](#)

- Liaise between the Board and higher authorities as well as related agencies of government, professional organizations, institutions of professional education, registrants, and applicants for license and the public
- Execute directives and rulings of the board through correspondence, conferences, research and reports
- Mentor and oversee office personnel while broadening knowledge of the profession-involved requirements of education; parameters of legal responsibilities, elements of professional conduct, and variety of illegal practices
- Supervise staff with the processing of applications and documents related to education, as well as experience for admission to the licensing examinations; with administration of licensing examination; arrangement of schedules for tests; collection of fees; and procedures and controls related to complaints alleged illegal practices or violations of law and rules
- Perform in-depth review and assessment of applications; prepare summaries of qualifications of individuals with recommendations for approval of the board
- Introduce new or changes in forms, records, and procedures to improve operations
- Assess new and recommend legislation concerning the profession or activities related to the profession
- Conduct investigations through the Enforcement Bureau while receiving and summarizing collected evidence and submitting reports to the board for consideration and action plan
- Organize and participate at informal hearings on violations and formal hearings on revocation or suspension of license; prepare minutes of proceedings and implement determinations of the board
- Take charge of issuing letters charging violations and imposing penalties as subjected in the statute

Government Representative

Dec 2017– Jun 2019

Supervisor: [Please Specify](#)

Hours per Week: [Please Specify](#)

Contact No. ([May be contacted](#)/[Do not Contact](#))

Annual Salary: [Please Specify](#)

- Maintained involvement with the board decisions and policies as assistant
- Managed the application process for licensure and issuance licenses to qualified individuals; administered pending applications backlog; and evaluated the readiness for completion and abandonment
- Rendered technical and professional support to consumers, licensees, applicants, board members, staff, and managers
- Supported with the oversight of board operations and businesses including coordination of board meetings, keeping record of board decisions, and delivery of information to applicants and licensees of boards' determinations
- Drafted correspondence related to disciplinary matters and conducted research as support to the deputy attorney general
- Determined discrepancies between use and management directives through thorough review of historical documents and current reports
- Comprehensively researched on potential license violations concerns to isolate and solve issues

Low and Low, LLC | Complete Street Address, Hackensack, NJ, USA

Legal Administrative Assistant

Apr 2014–Aug 2015

Supervisor: [Please Specify](#)

Hours per Week: [Please Specify](#)

Contact No. ([May be contacted](#)/[Do not Contact](#))

Annual Salary: [Please Specify](#)

- Drafted and filed pleadings with the bankruptcy court regarding schedule to maximize case success as well as authored affidavits for use in bankruptcy law cases
- Prepared legal documents, including motions and briefs in support to litigation processes and court proceedings
- Took charge of implementing new virtual procedures to save time as well as directing legal projects

OTHER EXPERIENCE

Dynamic Worldwide | Complete Street Address, North Bergen, NJ, USA

Imports Specialist

Jan 2017

Supervisor: [Please Specify](#)

Hours per Week: [Please Specify](#)

Contact No. ([May be contacted](#)/[Do not Contact](#))

Annual Salary: [Please Specify](#)

EDUCATION

Master in Public Administration with Concentration in Organizational Management

American Public University, Charles Town, WV
(*In Progress: Expected Completion Date: Month, Year*)

Bachelor of Arts in Language Interpretation and Translation

Rutgers University, New Brunswick, NJ
GPA: 3.5/4.0

High School Diploma

HIJ High School, Newport News, VA 23602
GPA: *Score/Score*

PROFESSIONAL DEVELOPMENT

Court Mediation Training