

ROBERTS INVESTIGATIVE SERVICES INC.

FLORIDA LEGAL INVESTIGATORS

Florida License Number – A 1600287

108 Depot Drive

Fort Pierce, FL 34950

Phone Number – (888)-772-7894 / Contact Email – danielle@myinvestigator.org

www.myinvestigator.org



Danielle Roberts is a Florida Licensed Professional Investigator with over 10 years of professional investigative experience, ranging from financial, insurance fraud investigations, to capital murder cases.

Mrs. Roberts is Board Certified in Criminal Defense Investigation and specializes in Autism response and Defense, disability defense, police procedure, trial preparations, civil case preparations, divorce, child custody, surveillance, stalking, death-related cases, homicide along with additional training.

She has superior investigative abilities coupled with comprehensive skills in forensic interviewing, forensic photography, crime scene examination, blood spatter detection, recognition, and analysis, and preparing and presenting accurate facts.

Danielle Roberts has dedicated years to the field of Criminal Defense while working with the 19th Judicial Circuit Public Defender, Diamond Litty, and comes highly recommended for Defense Investigations.

DANIELLE ROBERTS, CCDI, CFSI, CFI-FTER, LPI

Board Certified Criminal Defense / Forensic Science Investigator / Forensic Interviewer

Licensed Florida Professional Investigator FL PI# C1600549

Industry designations and affiliations (CCDI, CFSI, LPI, FALI)

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Work Experience

Owner, 01/2016 to Current

Roberts Investigative Services – Fort Pierce, FL

- Responsible for overall management of the firm to achieve client satisfaction
- Establishes policies, purposes, and goals of the firm
- Utilizes experience and judgment to plan and accomplish goals of the firm
- Implements programs to ensure attainment of business plan for growth and profit
- Provides direction and structure for the firm
- Delivered business strategy and developed systems and procedures to improve operational quality and team efficiency
- Observed each employee's individual strengths and initiated mentoring program to improve areas of weakness
- Evaluated original investigation reports and documents to resolve secondary concerns
- Collected and tracked evidence in support of legal processes
- Maintained relationships with investigators by collecting facts and evidence, obtaining documents by subpoena and negotiating with prosecutors, probation officers and victims
- Manages organizational operations by directing and coordinating investigative activities consistent with established goals, objectives, and policies of the Investigative Agency
- Presented key evidence and exhibits during civil trials
- Used Methodology Process to Investigate Cases
- Prepared Investigative Work Product for Attorneys
- Trial Preparation Work
- Crime Scene Analysis
- Discovery review and analysis
- Organizational Skills for trial preparation and discovery review
- Witness Interviews
- Defendant Interviews
- Missing Persons cases
- Skip Tracing
- Review all reports
- Criminal Defense Investigation Work
- Forensic Interviewer with over 3,000 interviews

Photographer, 01/2016 to Current

JPA Creations – Fort Pierce, FL

- Forensic Photography
- Selected and set up appropriate props, backdrops and lighting.
- Performed advanced computer processing of images for assignments.
- Photographed high-quality images for both print and internet distribution.
- Inspected proofs to verify quality of prints and need for adjusting and retouching.
- Planned and prepared for all on-location and studio shoots.
- Edited, toned, captioned and uploaded photographs for news publications.
- Defined and recommended detailed solutions to capture images.
- Directed guests to photo port location to view and purchase pictures.
- Applied digital styling techniques to enhance photos.
- Scheduled and booked locations for complex photo shoots, working collaboratively with clients, models and stylists.
- Completed complex photo shoots involving large-scale performances at indoor and outdoor venues.
- Experimented with different lighting effects to deliver unique images utilized on websites, prints and promotional items.
- Shot photographs in controlled lab, field and remote environments.
- Fabricated camera mounts and cases to capture images and protect equipment.
- Maintained and detailed over 200 confidential client files.
- Scanned files, eliminating outdated records.

Sales Assistant, 03/2021 to Current

Anthem – Fort Pierce, FL

- Responsible for general administrative support to Freedom Health's sales team
- Prepares and logs proposals
- Maintains supplies
- Researches and resolves routine sales, claims, and benefit issues
- Assembles and distributes open enrollment packets to agents while maintaining appropriate marketing materials needed for sales
- Gathers, inputs, and tracks sales data
- Generates sales reports
- Managed 7 sales agents, 1 manager, and 1 territory developer during Medicare's Annual Enrollment period, generating over 400 sales.
- Boosted team profits with great time and resource management focused on meeting and exceeding sales targets
- Completed orders and organized product deliveries to meet agent timetables
- Coached new sales staff on store policies and strategies for increasing revenue
- Maintained records related to sales, returns, and inventory availability
- Set and achieved company defined sales goals

Office Fleet Manager, 01/2012 to 03/2018

The Oil Depot, Inc – Port Saint Lucie, FLorida

- Conducted investigations in accounts receivable and accounts payable department
- Conducted investigations in areas of lost finances, assets, lost merchant service money and did Internal Revenue Service research
- Produced work product and reports regarding missing information after investigation provided amounts found and product that was recovered
- Researching financial information and preparing bankruptcy
- Managed 100 + fleet companies (2011-2014) and investigated their payments made from 2009- 2011
- Recovering unclaimed monies from vendors, fleets, merchant services etc Proficient in Quick Books, Microsoft Office and Auto Data Software

Investigator Intern, 01/2015 to 12/2017

19th Judicial Public Defender – Fort Pierce, FL

- Interviewed witnesses thoroughly, asking appropriate questions to ascertain critical details about each case
- Gathered evidence, which included recorded and written statements, financial documentation and audio materials for examination
- Reviewed reports and individual transactions which appeared suspicious to uncover possible fraudulent activity
- Analyzed large amounts of data to find patterns of fraud and anomalies
- Maintained excellent attendance record, consistently arriving to work on time
- Interviewed over 500 witnesses and defendants during this 19th Judicial internship program
- Trial Preparation
- Witness Interviews
- Defendant Interviews
- Finding Witnesses
- Collection of Evidence and Discovery
- Crime Scene Analysis
- Testimonial Work Product

Director of Current Security Team, 01/2016 to 12/2016

Revive Church – Stuart, Florida

- Conduct background checks Investigate and report potential risk for Revive Church
- Performed training opportunity through Florida Department of Law Enforcement increasing safety measures for this facility.
- Provided Security detail and managed security team (15 members)

Para Professional, 07/2007 to 08/2010

Omni Financial – Vero Beach, Florida

- Conducted extensive research on behalf of clients (personal and business) for attorneys for Tax Negotiations with The Internal Revenue Service and State Revenue Services within The United States
- Prepared work product and resolutions for over 500 clients; for attorney signature

- Investigated lost tax returns, determined if taxes were filed, researched and investigated client's financial history personally and with The Internal Revenue Service and State Revenue Services in order to determine correct financial solution for clients
- Researched all financial aspects, assets, liabilities, investments, credits, real properties, personal vehicles, monthly income and expenses (ALL PERSONAL AND BUSINESS ACCOUNTS) Prepared financial work product and reports of behalf of client for supervisor approval and attorney sign off for Internal Revenue/State Revenue review
- Did professional research for examination of financial information to obtain factual information for determination of financial resolutions
- Submitted completed work product based on research to attorneys and enrolled agents for determination of financial resolutions with Internal Revenue Service
- Utilized investigative, research and accounting skills to analyze and organize financial statements

Education

No Degree: Death Investigations, 09/2019

Criminal Defense Investigation Training Council - Jensen Beach, FL

High School Diploma: 2016

Westwood High School - Fort Pierce

Certification: Board Certified Criminal Defense Investigator , 2016

Criminal Defense Investigative Training Counsel - Fort Pierce

Certification: Board Certified Forensic Science Interviewer, 2016

Criminal Defense Investigative Training Counsel - Fort Pierce

Certification: Criminal Defense Specialist California , 2016

Criminal Defense Investigative Training Counsel - San Jose

Certification: Board Certified Forensic Science Investigator, 2016

Criminal Defense Investigative Training Counsel - Fort Pierce

Summary

Self-motivated Versatile Administrative Assistant offering over 10 years of experience in efficient front desk management. Successful at prioritizing tasks, maintaining organization and optimizing workflow. Accustomed to balancing high-volume inquiries with administrative needs.

Microsoft (10+years)

Excel (10+ years)

Quick Books (10+ years)

Event Planning (10+ years)

Employee Relations (10+ years)

Account Management (10 years)

Team leadership Data management

Organization Skills (10 years)
Computer Skills (20 years)
Research (10 Years)
Accounts Payable (10 years)
Accounts Receivable (10 years)
Office Management (10 years)
Strong verbal and written communication
Staff development
Client assessment and analysis

Certifications

Board Certified Criminal Defense Investigator
Board Certified Forensic Science Investigator
Board Certified Advanced Forensic Interviewer
Stalking Investigations
Autism Police Response
Homicide Investigations
Death Investigations
Uncovering Reasonable Doubt (Use of Experts, Crime Scene, Blood Spatter and Detection, Latent Print and Impression Evidence, Computer Forensics and Data Recovery, Forensic Firearms, Forensic Photography
Evangelism Intensive (Spiritual Knowledge)
Security
Surveillance
Sleuth Award

Highlights

- Accounting
- Accounts payable
- Accounts receivable
- Attorney relations
- Financial knowledge
- Forensic Science
- Microsoft Office
- Negotiations
- Photography
- Quick Books
- Research
- Supervisor
- Taxes
- Negotiation
- Consulting
- Teaching
- Criminal law
- Organization
- Team management
- Corporate law
- Civil law
- Advanced Word Processing
- Basic Clerical
- Administrative Support
- Relationship Building
- Scheduling/Planning