



DAN DANIELE

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Summary

Driven professional aiming to secure a leadership position within a reputable organization. Eager to apply my extensive skills and experience to contribute to a collaborative and innovative team, while pursuing continuous personal and professional development.

Skills

- Communication
- Legal Research/Writing
- Strategic Thinking
- Problem-Solving
- Team-Dynamic Building
- Strengths-Based Coaching
- Case Management
- Document Preparation
- Team Leadership
- Microsoft Office
- Adobe Acrobat Pro
- 4Ps of Marketing
- Digital Marketing Strategy
- Marketing
- Marketing Mix
- Marketing Strategy
- Persona
- Organization and Administration
- Legal Case Management
- Civil Law
- Office Management



Experience

California Department of Justice
Los Angeles, California

Legal Support Supervisor I

03/2022 - Current

- Supervised a legal secretarial support staff of approximately 15 providing legal support services to attorneys.
- Managed administrative duties, including maintaining team rosters of secretarial assignments.
- Coordinated activities of legal secretaries and support staff, establishing positive working relationships and effective communication.
- Prepared probationary reports, annual performance appraisals, and participated in recruitment and interviews.
- Conducted one-on-one and team meetings, made recommendations for performance objectives and promotions.

California Department of Justice
Los Angeles, California

Legal Secretary

02/2018 - 03/2022

- Provided legal and administrative support for 10 Deputy Attorney Generals, Supervising Deputy Attorney General, Investigative Auditors, and Legal Analysts.
- Managed hearing calendar and schedules, organized documents in case files and electronic case filing systems.
- Filed and served pleadings, motions, and litigation materials with various courts.
- Prepared draft pleadings, motions, prepared and served subpoenas, organized workload.
- Conducted legal research of local rules of court and Judge's procedures.

- Proofed documents and submitted them to attorneys for review.
- Assisted in trial preparation activities such as organizing exhibits, preparing witness binders, and assembling jury instructions.
- Created spreadsheets in Microsoft Excel for record-keeping and reporting.

Law Offices of Fabiano Castro & Clem LLC
 Workers' Compensation Defense
 Agoura Hills, CA
Law Office Assistant
 08/2015 - 02/2018

- Managed front office support, answered phone lines, screened, and transferred calls. Organized and coordinated incoming mail, scanned pleadings, and correspondence to electronic case management systems while maintaining courteous and professional.
- Coordinated multiple schedules using an online calendaring system.
- Liaised between attorney and outside counsel, exchanging information.
- Checked office supplies stock and placed orders to maintain levels.
- Handled telephone calls, meeting plans and conference organization requirements.
- Kept office equipment functional and supplies well-stocked to promote efficient operations.
- Greeted visitors in a professional manner; responded to inquiries; directed them appropriately.
- Processed invoices from vendors; reviewed accounts payable; kept track of payments made.
- Arranged case files and maintained records and notebooks.

Education and Training

Southern New Hampshire University | Hooksett, NH
Bachelor of Science in Business and Public Administration
Expected in 2026

- [Fall, 2023] - President's List
- [3.8] GPA