
DAN DANIELE

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SUMMARY

Legal Support Supervisor with experience overseeing day-to-day legal support operations in a public-sector environment. Demonstrated ability to supervise staff, support personnel processes, assist with recruitment and training activities, and address sensitive and confidential operational matters. Seeking to take on broader operational responsibilities in support of effective and consistent administrative services.

SKILLS

- Legal Support Operations
 - Personnel & Performance Management
 - Recruitment and Hiring Support
 - Training and Staff Development
 - Conflict Resolution
 - Policy & Procedure Compliance
 - Operational Oversight
 - Workload and Staffing Coordination
 - Confidential HR Matters
 - Office Administration
 - Strategic Thinking
 - Problem-Solving
 - Team Leadership
 - Strengths-Based Coaching
 - Team Leadership
 - 4Ps of Marketing
 - Digital Marketing Strategy
 - Marketing
 - Marketing Mix
 - Marketing Strategy
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EXPERIENCE

CALIFORNIA DEPARTMENT OF JUSTICE

Los Angeles, California

Legal Support Supervisor I

03/2022 to Current

- Provide operational oversight and direct supervision of legal secretarial staff supporting attorneys across multiple legal practice areas.
- Support recruitment and selection activities by reviewing applications, participating in interviews, and providing input to management to support staffing needs.
- Assign, monitor, and adjust secretarial workloads to ensure adequate coverage, balanced assignments, and timely completion of mission-critical legal work in a hybrid work environment.
- Prepare probationary reports and conduct annual performance evaluations, providing constructive feedback, identifying performance concerns, and supporting corrective action or development efforts.
- Address sensitive and confidential personnel matters related to attendance, performance, and conduct in coordination with management and Human Resources.
- Facilitate regular one-on-one and team meetings to communicate expectations, address operational challenges, and support staff engagement and development.
- Provide guidance and mentorship to staff regarding policies, procedures, and workflow expectations to ensure consistent application of departmental standards.
- Support operational planning by tracking staffing needs, workload impacts, and resource considerations, and by providing input related to coverage, overtime considerations, and operational efficiencies.
- Collaborate with attorneys, supervisors, and internal partners to resolve workflow issues and ensure continuity of legal support services.

CALIFORNIA DEPARTMENT OF JUSTICE

Los Angeles, CA

Legal Secretary

02/2018 to 03/2022

- Provided comprehensive legal and administrative support to a diverse team of 10 Deputy Attorneys General, Supervising Deputy Attorney General, Investigative Auditors, and Legal Analysts, ensuring seamless coordination across multiple cases and projects.
- Efficiently managed hearing calendars and schedules, maintained meticulous case files, and utilized electronic case filing systems to organize and streamline case-related documentation.
- Filed and served pleadings, motions, and litigation materials with various courts, adhering to strict deadlines and compliance requirements for multiple jurisdictions.
- Drafted pleadings, motions, and subpoenas, ensuring accuracy and alignment with legal standards while managing a high-volume workload across complex cases.
- Conducted in-depth legal research, including analysis of local court rules and individual judge procedures, to ensure compliance and support case strategy development.
- Reviewed and proofread legal documents with a high level of attention to detail, ensuring accuracy and readiness before submission to attorneys for final approval.
- Supported trial preparation activities by organizing exhibits, creating and assembling witness binders, and drafting jury instructions, contributing to successful trial outcomes.
- Designed and maintained detailed spreadsheets in Microsoft Excel for record-keeping, tracking case progress, and generating reports to assist attorneys and auditors in decision-making.
- Collaborated with cross-functional teams to manage case-related tasks efficiently, demonstrating strong organizational, time management, and communication skills in a fast-paced legal environment.

LAW OFFICES OF FABIANO, CASTRO & CLEM LLC

Agoura Hills, CA

Law Office Assistant

08/2015 to 02/2018

- Provided front-office and administrative support in a busy legal environment, serving as a primary point of contact for clients, attorneys, and outside parties.
- Managed calendars, scheduled appointments, coordinated meetings, and supported attorneys with daily administrative needs.
- Processed and tracked vendor invoices and accounts payable, maintained organized financial records, and monitored office supply inventory to support uninterrupted operations.
- Organized and maintained case files, scanned and indexed documents, and ensured accurate recordkeeping within electronic systems.
- Coordinated mail processing, document distribution, and internal communications to support legal operations and deadlines.

EDUCATION AND TRAINING

Bachelor of Science – Business and Public Administration

Southern New Hampshire University | Expected May 2026

GPA: 3.8

- President's List and Dean's List
- Honor Roll (multiple terms)