

GABRIEL FONTICوبا

OBJECTIVE

Organized and motivated individual with legal research and writing skills, seeking to further my career in the legal field.

SKILLS

- Legal Research
- Legal Writing
- Data Visualization
- Microsoft Office
- Microsoft Excel
- Mathematics
- Time Management
- Kansas Notary Public

EDUCATION

Washburn University | Topeka, KS
B.A. In Political Science candidate
Diploma expected May 2026
GPA: 4.00

LANGUAGES

- English
- Spanish

CONTACT

 717.779.4720

 gabejfont@gmail.com

 /Gabriel-Fonticoba

PROFESSIONAL EXPERIENCE

INVESTIGATOR

Kansas Attorney General

April 2024 - Present

- Investigated violations of the Kansas Roofing Registration Act (KRRRA) and presented my findings in clear and concise reports to the proper authorities for further action.
- Ensured proper registration of contractors and continuing compliance with the KRRRA.
- Utilized data visualization tools to query complex data sets in order to extract and analyze data for comprehensive reports.
- Developed and implemented a simpler and more efficient registration process while ensuring compliance with all applicable statutes and regulations.
- Developed and implemented internal processes that increased efficiency and productivity.

AUDIOVISUAL TECHNICIAN

Kansas Legislative Broadcasting Department

2024 Legislative Session

- Ensured proper protocols were followed in the broadcasting of legislative committee meetings during the 2024 Legislative Session.
- Maintained live streams of legislative committee meetings.
- Engaged in professional communication to assist legislators with technical support.

LEGAL ASSISTANT

Butler & Associates P.A.

November 2022 - February 2024

- Conducted thorough legal research, identified supporting cases and utilized the findings to draft compelling legal documents.
- Drafted discovery requests and responses for attorney review.
- Prepared legal documents for attorney review, ensuring accuracy and attention to detail.
- Utilized electronic filing systems to submit documents to both the Kansas state court system and the Federal court system.
- Engaged in professional and effective communication with clients, defendants, and court personnel.
- Managed and coordinated the scheduling of nine individual calendars.
- Maintained well-organized and up-to-date case files, ensuring accuracy and completeness.
- Assumed the responsibilities of a Bankruptcy specialist, demonstrating expertise and proficiency in the field.

FINANCE TEAM MEMBER

Kansas Housing Resource Corporation

August 2021 - October 2022

- Trained team members on important finance department aspects, ensuring everyone was knowledgeable and proficient in their roles.
- Used Microsoft Dynamics GP to accurately and efficiently process payments for the Kansas Emergency Rental Assistance Program, making sure to follow program guidelines.
- Handled Accounts Receivable and Accounts Payable transactions in Microsoft Dynamics GP, keeping financial records accurate and ensuring timely transactions.

ACCOUNT INITIATION SPECIALIST/BOOKKEEPER

Butler & Associates P.A.

May 2020 - August 2021

- Drafted and filed lawsuits with the appropriate courts, completing all necessary paperwork and ensuring timely submission.
- Ensured that required documents were served to the parties of the lawsuits in a properly and timely fashion.
- Managed daily payment balances and reconciled accounts, keeping precise and complete financial records.