

# **CHRISTY WILLIAMSON**

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## **OBJECTIVE**

Skilled professional with several years of experience in civil litigation and over 10 years of office administrative experience. In addition to the legal industry, I have a background in Education where I worked for the New York Public Library, College of Staten Island and several after school programs.

## **SKILLS**

- Excellent Communication Skills • Attention to Detail • Digital Literacy • Adaptability • Teamwork
- Microsoft Office: Excel, Powerpoint, Word • Customer Service • Creativity • Project Management
- Proficiency in Legal Software: Relativity, Jarvis, WIS, Quartz, Atom, Case Logistix, SmartAdvocate

## **EDUCATION**

**CUNY Kingsborough Community College**

Graduated: **2022**

*Associate of Art in Criminal Justice*

MedSafe HIPAA Privacy & Security Certified

**April 2017**

New York City Department of Education Digital Fingerprint Clearance

**April 2016**

## **PROFESSIONAL EXPERIENCE**

**NYS Department of Motor Vehicles**, Staten Island, NY

*Motor Vehicles Representative*

**May 2024 – Present**

- Provided exceptional customer service while completing a variety of transactions such as upgrading customers to the Real and Enhanced ID. Issued first time non-driver IDs, permits, vehicle registration.

**MBO Partners**, Remote

**February 2024 – May 2024**

*Data Breach Specialist (Project Based)*

- Identify and isolate sensitive personally identifiable information (PII), customer proprietary network information (CPNI), highly sensitive client technical data, and personal health information (PHI).
- Monitor notification report buildout for accurate data inclusion. Proficient use of technical platforms.

**Amazon**, Staten Island, NY

**August 2019 – December 2023**

*Associate*

- Assisted in the production of sending out thousands of orders on time daily as part of one of the highest volume fulfillment centers in the United States. Fast-paced, physical role which helped support in a variety of areas including customer returns, Prime, and general fulfillment.
- Trained new hires and cross-trained in several departments across the production floor.

**United States Census Bureau**, Staten Island, NY

**January 2023 – June 2023**

*Field Representative*

- Conducted interviews primarily in person and when requested conducted phone interviews to collect census data as required within an assigned geographic area. Explained significance of survey data.
- Entered accurate and complete information into a laptop computer or onto survey forms. Worked for both the U.S. Census Bureau for the decennial in 2010 and in 2020 census years as well.

**Epiq Systems/De Novo Legal, LLC**, New York, NY

**October 2017 – October 2021**

*Document Review Paralegal*

- Completion of multiple document review projects regarding HIPAA security breaches amongst companies and individuals.
- Utilized Relativity software to organize and review 10,000+ of documents. Identified any personal health and financial information.