

# ADAM K. CLIFTON

[LinkedIn Profile](#)

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[Web-Portfolio](#)

[GitHub Profile](#)

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## SUMMARY

Thorough and ambitious professional aspiring to develop a long-term career in the field of technology. I have the proven ability to work well under pressure, independently or as part of a team, meet deadlines, display strong critical thinking and troubleshooting skills while demonstrating exceptional work ethic, and consistently surpassing performance expectations. I communicate effectively and personably with both coworkers and clients. I employ information management and system troubleshooting techniques in my office to resolve problems in response to colleague's technical and software/hardware related issues. I am pursuing a degree in software engineering at Arizona State University and am on track to graduate in the Spring of 2021. I continue to build on my knowledge of programming logic, design process and patterns, structure implementation, software/system analysis, agile and scrum, and quality assurance. I have a sincere interest and passion for technology and am committed to expanding my knowledge and expertise in the ever-evolving field.

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## PROFESSIONAL EXPERIENCE

### DEPARTMENT OF JUSTICE

#### United States Attorney's Office | District of Arizona

##### Lead Legal Assistant (GS-8)

**December 2014 – May 2020**

**Full-time:** 40 Hours per Week

**Supervisor:** Mary Simeonoff (602-514-7550)

- Deliver training and guidance to section staff. Exercise sound, working knowledge of unit priorities, goals and objectives, and work across boundaries to cooperate with internal and external groups to achieve objectives.
- Maintain projects and analyze electronic databases and directories: CaseMap, LIONS, CaseView, Microsoft Access, Microsoft SharePoint, IPRO, and Microsoft Excel. Proficient with Microsoft Office and Adobe Acrobat Professional. Assist in special work projects: bolster software technology improvements including the facilitation of USAfx, a cloud-sharing service. Perform hardware and software installation and maintenance and provide user support of known hardware and software systems, diagnose, and resolve problems in response to reported colleague incidents.
- Provide direct legal administrative services in the fast-paced criminal division. Includes prepare and review of technical legal documents, trial materials, maintain supplies and equipment, records, office hardware and software.

##### Contract Legal Assistant

**August 2011 – May 2014**

**Full-time:** 40 Hours per Week

**Supervisor:** Mary Finlon (602-514-7733)

- Provide legal administrative services for attorneys and support staff in the civil division at the United States Attorney's Office in areas of medical malpractice, defensive torts, bankruptcy, and affirmative civil enforcement. Handle office automation and technology software and hardware assistance.
- Analyze and organize large discovery projects, medical releases and subpoenas, and a wide variety of legal pleadings and documents. Research with a variety of legal sources: Westlaw, Lexis-Nexis, public records, court records, profile background checks.
- Develop guides: IPRO E-Scan-IT and IPRO Viewer for internal use.

**Student Clerk****September 2010 – August 2011****Part-time:** 20-40 Hours per Week**Supervisor:** Mary Finlon (602-514-7733)

- Provide support services for up to 15 attorneys and nine support staff.
- Office automation: technology hardware, software, and equipment, Microsoft Office, mail production, reproduction, records, and communication software services for reception.
- Administrative support: clerical tasks, office inventory management, reorganization, space management, case information management, and courier services.

**PAK & MORING PLC****Paralegal Specialist****June 2014 – December 2014****Full-Time:** Salary**Supervisor:** Thomas Moring, Esq. (480-444-9999)

- Provide technical, advisory and support assistance to four staff attorneys whose caseload included personal injury, bankruptcy, insurance claims, and real estate. Examine and prepare legal documents, handle support service functions, and provide support in information management and maintaining network architecture and infrastructure.
- Manage all office equipment, including installing, configuring, troubleshooting, and maintaining customer hardware and software, and resolving any hardware/software interface and interoperability problems. Assist in monitoring functionality, security, and integrity of internet services.
- Creation and management of in-house database for case information: two-hundred fifty (250) active cases. Implement policies and procedures to ensure information system reliability. Coordinate with clients, opposing counsel, medical providers, claims examiners and agents, expert, and lay witnesses.

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**EDUCATION****Arizona State University****May 2021**

Software Engineering, Bachelor of Science, Ira A. Fulton Schools of Engineering

GPA: 3.90 out of a maximum of 4.0

**University of Arizona (UA Outreach/Professional Development)****April 2013**

Paralegal Certificate

**University of Phoenix****March 2011**

Psychology, Associate of Arts

GPA: 3.73 GPA out of a maximum of 4.0

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**ADDITIONAL INFORMATION**

- Code, test, debug, review, and document applications, Agile/SCRUM SDLC Process, Kanban
- Strong, growing knowledge of Java, C/C++, C#, SQL, XML, HTML, and JSON, and JavaScript/Node/React
- Automation: Microsoft Office, SharePoint, Visual Studio, IntelliJ, Git, GitHub, Gradle, PLPTool, Logisim, and MATLAB
- Enjoys: Hiking, Biking, and Building Computers

**PROFESSIONAL REFERENCES**

<b><i>Name</i></b>	<b><i>Employer</i></b>	<b><i>Title</i></b>	<b><i>Phone</i></b>	<b><i>Email</i></b>
Bill Grimes	Career Management Associates	President	515-963-0001	<a href="mailto:bgrimes@cmacareerhelp.com">bgrimes@cmacareerhelp.com</a>
Mary Finlon	United States Attorney's Office	Supervisory Legal Assistant	602-514-7733	<a href="mailto:mary.finlon@usdoj.gov">mary.finlon@usdoj.gov</a>
Maria Gutierrez	United States Attorney's Office	OCDETF Section Chief	602-514-7568	<a href="mailto:maria.gutierrez@usdoj.gov">maria.gutierrez@usdoj.gov</a>