ADAM K. CLIFTON

LinkedIn Profile

Email: Aclifton01@hotmail.com   Web-Portfolio   GitHub Profile

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 Fall 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.

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

- Provide direct administrative and legal support services for attorneys and support staff in the fast-paced criminal division. Examine and prepare: technical legal documents, trial preparation and execution, maintain supplies and equipment, records, office hardware and software, and conduct office automation.
- Maintain projects and analyze electronic databases and directories: CaseMap, LIONS, CaseView, Microsoft Access, Microsoft SharePoint, IPRO, and Microsoft Excel. Well-versed in Microsoft Office and Adobe Acrobat Professional. Assist in special work projects: bolster software technology improvements including the facilitation of USAfx, a cloud-sharing service. Provide advice and assistance on processing methods and improvements, file design, organization, access methods, security requirement, and associated software and utility programs.
- Exercise sound, working knowledge of unit priorities, goals and objectives, and work across boundaries to cooperate with team members, clients, managers, groups, and organizations to achieve objectives. 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 co-worker or attorney incidents.

Contract Legal Assistant   **August 2011 – May 2014**
Full-time: 40 Hours per Week

- Provide administrative and legal support services for attorneys and support staff in the civil division at the United States Attorney's Office in areas which include medical malpractice, defensive tort actions, bankruptcy and affirmative civil enforcement. Handle mail, records, travel, technology software and hardware assistance, communication services, and conference calls.
- 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

- Provide administrative and 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 activities: 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

- 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: settlement agreements, plea agreements, demand letters, exhibit assembly, affidavits, motions, discovery, lien reductions and correspondence. Handle all support services: calendaring, docketing, filing, case, communications services and changes, teleconferencing, 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. Direct interaction with clients, opposing counsel, medical providers, claims examiners and agents, expert and lay witnesses.

EDUCATION

Arizona State University   Projected Graduation: **Spring 2021**
Software Engineering, Bachelor of Science, Ira A. Fulton Schools of Engineering
Current GPA: 3.82 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
3.73 GPA out of a maximum of 4.0

ADDITIONAL INFORMATION

- Code, test, debug, coordinate and document applications, Agile/SCRUM/Kanban
- Strong, growing knowledge of Java, C, C++, C#, and SQL; includes XML, HTML, and JSON
- Office automation: Microsoft Office, SharePoint, Visual Studio, Eclipse, Netbeans, IntelliJ, Git, GitHub, Gradle, PLPTool, Logisim, and MATLAB
- Enjoys: Hiking, Biking, and Building Computers

PROFESSIONAL REFERENCES

References are available upon request.