**Dwainia Cunningham**

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| Qualifications Summary |  |
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Detail-focused professional with proven success contributing to trial preparation in litigation practices. Well-prepared to excel in a challenging role as Healthcare Manager.

* **Paralegal:** Adept at drafting legal documents and pleadings, investigating the facts of a case by interviewing clients and witnesses, handling discovery, and filing documents.
* **Building Relationship:** Adept at developing and maintaining relationships with key stakeholders and delivering outstanding services to clients. Excellent communicator dedicated to the highest standards of integrity and professionalism.
* **Administration:** Highly reliable and detail-oriented professional with a sense of diligence and aptitude to effectively multi-task assignments with stringent deadlines.
* **Additional Skills:** Articulate communicator, able to build strong relations with team members, clients, management, and other stakeholders. Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).

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| Educational Background |  |
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**Masters of Arts Healthcare Management**

Dallas Baptist University

**Bachelors of Science - Biology**

Henderson State University

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| Professional Experience |  |
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Fragomen, DelRey, Bernsen & Loewy, LLP, Addison, TX

**Sr Business Immigration Consultant** (6/2018 – Present)

Maintain effective coordination between corporate customers, third-party vendors, and government agencies to accomplish common goals. Provide executive-level leadership with full accountability for dealing with multiple cases and streamlining day-to-day operations, while meeting deadlines. Suggest program improvements to customers and update on their status.

*Selected Contributions:*

* Accelerated a 3% increase in profit through strategic planning and execution.
* Are there any key contributions we can add here?

CPG Law Group, Oakland, CA

**Senior Paralegal** (4/2018 – 6/2018)

Recruited, trained, and oversaw a highly competent team of five members, ensuring seamless workflow. Aligned legal operation execution in line with the organization's mission, vision, and service level agreements. Prepared schedules, agenda, and documents, while arranging team meetings.

*Selected Contributions:*

* Accomplished a 100% success rate of case approvals (how did you achieve this?)

Berry, Appleman & Leiden, LLP, Richardson, TX

**Lead Paralegal** (5/2014 – 3/2018)

Played a key role as a focal point of contact for escalations case processes, coordinating team meetings, and monitoring the workflow of team members. Delivered hands-on assistance to the recruitment activities, including interviewing, hiring, and training.

*Selected Contributions:*

* Achieved a 98% success rating of case approvals (please explain this statement)

Additional Experience:

Senior Paralegal for Fragomen, DelRey, Bernsen & Loewy

Clinical Research Technologist for Univ. of AR Medical Sciences/VA Hospital