

CAMERON J. FINDLAY

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Summary of Qualifications

A detail-oriented individual with exceptional research and writing skills, as well as excellent problem-solving skills.

Education

Christopher Newport University (CNU) | Newport News, VA | May 2014

Bachelor of Arts in History; Minor in Political Science

Presidential Leadership Program: Selected to participate in a program which emphasized leadership studies and community service.

Professional Work Experience

Workflow Coordinator | Thomson Reuters Court Express | Washington, DC | July 2018 – Present

- Responsible for reviewing the research and reports of Research Associates, ensuring report standards are met.
- Train new members on Canada court structure and customers.
- Integrated United States due diligence on to the Diligence and International team, developed training materials, and the main point of contact for new due diligence customers.
- Responsible for team credit card – granting permission and keeping track of weekly usage.

Senior Legal Research Associate | Thomson Reuters Court Express | Washington, DC | July 2017 – June 2018

- Knowledgeable researcher; expected to be a resource for researchers who have job related questions.
- Review research of fellow associates on an as needed basis.
- Responsible for team credit card – granting permission and keeping track of weekly usage.
- Continue to perform same functions of a Legal Research Associate.

Legal Research Associate | Thomson Reuters Court Express | Washington, DC | Oct. 2015 – July 2017

- Manage due diligence and legal document retrieval requests for large financial institutions and law firms.
- Constant interaction with domestic and international court representatives and knowledge of their online resources.
- Compile and deliver completed reports, initiate billing, engage court runners when necessary, and seek to simplify day-to-day work practices to improve efficiency.
- Assist in training new hires about fundamental job practices.

Criminal Research Analyst | Lower's Risk Group | Purcellville, VA | April 2015 – Oct. 2015

- Conducted thorough analysis of various criminal databases to determine if a subject has a criminal record.
- Compiled results in to the Digital Delve reporting system, ensuring accurate and detail-specific information.
- Knowledge of various county and state court public access terminals and how to navigate them to collect the appropriate information.
- Consistently met and exceeded the quality and productivity standards established by the Operations Director.

Office Assistant (Temporary Position) | RE/Max Allegiance | Woodbridge, VA | March – April 2015

- Greeted individuals as they walked in and directed them to their respective realtor.
- Answered the phone and responded to questions or directed the question to the appropriate individual.
- Responsible for making copies and faxing realty documents.

Volunteer Leadership Experience

Project Organizer | Grassroot Soccer Tournament; Monster Mash | Spring 2013, Fall 2013, Spring 2014

- On-site coordinator for various philanthropic endeavors.
- Delegated assignments to appropriate volunteers and assisted the project wherever necessary.
- Developed promotional and informational materials for social media and website.

Skills

- Microsoft Office Suite, including Word, Excel, Power Point, and Outlook.
- Westlaw