

David A. Joyce

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Raleigh, NC 27603

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- Profile** Thorough and detail-oriented professional with a demonstrated commitment to excellence. Analytical, solution oriented working style; known for exercising discretion. Reputation for maintaining and serving client needs in a highly organized, efficient, and precise manner. Proven ability to thrive in a fast paced environment through advanced multi-tasking skills.
- Office Skills** Microsoft Office (Word, Excel, Outlook, Power Point) Adobe Acrobat, West Law, LexisNexis, Relativity and JFS/Lotus Database Management Systems.
- Experience**
- Paralegal-Products Liability Division** **May 2006 - Present**
Womble Bond Dickinson (US) LLP¹, Raleigh, NC
- Assist with preparation of legal documents including briefs, pleadings, affidavits, and appeals.
 - Maintained electronic database files and electronically filed documents with Federal Electronic Court Filing system (ECF).
 - Gathered, analyzed and researched data such as statutes, decisions, articles, and codes.
 - Investigated facts and law of cases to determine causes of action and to prepare cases.
 - Administer Settlement Agreements/Release of Claim Documents.
 - Performed computerized and law library research to obtain case-relevant data and materials.
 - Assist with Preparation for witnesses to testify at hearings.
- Administrative Assistant** **September 2005 – May 2006**
Cranfill, Sumner, & Hartzog LLP, Raleigh, NC
- Processed incoming and outgoing mail.
 - Maintained active and inactive records.
 - Served as courthouse runner.
- Administrative Assistant** **May 2002 – September 2003**
Zimmer Development Company, Wilmington, NC
- Researched company archives and performed light administrative duties.
- Education**
- Paralegal Certificate with a Civil Litigation Concentration**; May 2007
Meredith College, Raleigh, NC
- Bachelor of Arts degree in Political Science**; December 2004
University of North Carolina at Wilmington, Wilmington, NC
- Certification** **North Carolina State Bar Certified Paralegal**; November 2008-Present
- Organizations** **Member, North Carolina State Bar**

¹ Formerly Womble, Carlyle, Sandridge, & Rice LLP.