

David A. Joyce

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[LinkedIn](#)

- Profile** Thorough and detail-oriented professional with a demonstrated commitment to excellence. Proven ability to thrive in a fast-paced environment through advanced multi-tasking skills. Known for analytical, solution oriented working style completing assignments in a highly organized, efficient, and precise manner.
- Portfolio** Click [here](#) to learn more about me and see some of my exemplar coding projects.
- Office Skills** Microsoft Office (Word, Excel, Outlook, Power Point) Adobe Acrobat, West Law, LexisNexis, Relativity, Worksite, and JFS/Lotus Database Management Systems.
- Technical Skills** **Browser Based Technologies** (HTML, CSS, JavaScript, jQuery, Bootstrap)
Server Side Development (Node.js, Express, MERN Stack)
Databases (MySQL, MongoDB)
Deployment (Heroku, Git)
- Experience** **Paralegal-Products Liability Division** **May 2006 - Present**
Womble Bond Dickinson (US), LLP, 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/Contract Documents.
 - Performed computerized and law library research to obtain case-relevant information.
 - 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.
- Education** **Full Stack Coding Certificate**; April 2019
University of North Carolina at Chapel Hill, Chapel Hill, NC
- 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