

Kiara K. Richardson

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EDUCATION

VALDOSTA STATE UNIVERSITY Valdosta, GA Dec 2017
Bachelor of Arts & Sciences, Political Science
Concentration in Comparative Politics (U.S. and EU)
Completed Study Abroad Program in Czech Republic focusing on Central European Politics.

PROFESSIONAL PREPARATION

Daniel Rosefelt & Associates, LLC Bethesda, MD Jan 2017 - Present
Senior Legal Assistant

- Report directly to Managing Partner with a myriad of responsibilities ranging from firm case management to office administration.
- Liase between attorneys, clients, staff professionals, Department of Justice and Department of Treasury officials, and various state government officials.
- Execute legal research, records review, document management, and preparation for hearings and other administrative procedures.
- Draft court pleadings, letter correspondence, and representation documents.
- Develop and implement firm case management procedures.
- Support attorneys in filing court petitions and responsive pleadings.
- Oversee case management of support staff and junior legal assistants.

Fried & Rosefelt, LLC Bethesda, MD Nov 2013 - Dec 2016
Legal Assistant

- Process intake of new clients, create client files, and manage scope of representation.
- Develop and maintain rapport with clients.
- Support attorneys, staff accountants, and Enrolled Agents by performing administrative, clerical and accounting functions.
- Assist with client records and document management.
- Introduce new document management techniques to facilitate more efficient case reviews.
- Manage phones and route incoming calls.
- Maintain attorney calendars and manage scheduling conflicts.
- Liase between attorneys, clients, and other professional staff.

Office of Senator Johnny Isakson

Intern Washington, DC Jan 2012 – May 2012

- Handled multi-faceted clerical tasks including data entry, filing, and records management.
- Facilitated unique requests for Georgia Constituents.
- Greeted client meetings for the Senator and Staff.