

Melissa Kalish
Nashville, TN
720.933.9507
melwmson@yahoo.com

OBJECTIVE

Dedicated, hardworking professional with a Paralegal certificate and extensive experience in Law Enforcement, Emergency Services, and forensic digital data, with a *strong* commitment to representing my agency with integrity. Motivated professional with excellent analytical skills, strong oral and written communication skills, and the ability to create, maintain, and organize reports with meticulous detail. Extensive experience in detailed report writing and documentation, investigations, and working under pressure, while successfully meeting deadlines.

Center for Legal Studies- Tennessee State University

Received Paralegal Certificate

Experience with Cellebrite forensic digital intelligence software

Familiarity with Python and SQL

Cyber Security Bootcamp | UC Berkley Extension

EMPLOYMENT EXPERIENCE

Administrative Coordinator

10/2022-present

LEO Events

- Maintain organization within the office
- Collect data and report to spreadsheets
- Support team in meeting rapidly approaching project deadlines
- Support team members in-person and virtually, nationwide
- Create meeting agendas Create thorough documentation in confidential meetings, while providing input and insight
- Book travel for high level executives
- Create and monitor expense reports
- Collaborate with high level executives to determine plans of action, when high priority executives visit

Office Manager/Legal Assistant/Paralegal

5/2021-10/2022

Paulus & Dolan, PLLC.

- Pay invoices and monthly bills
- Enter time slips for firm

- Generate bills for clients
- Maintain calendars and answer phones
- Proofread, edit, and draft legal documents
- Submit court documents via e-file
- Assist Attorneys in drafting, proofreading, and finalizing final documents
- Maintains confidential information for records, files, legal documents, and reports
- Maintains Attorneys' calendars, schedules trips, appointments, and meetings.

Office Manager

11/2020-5/2021

Camelot Care Center

- Complete weekly and monthly billing
- Create new patient charts
- Request, scan, and upload records
- Make appointments
- Create and maintain spreadsheets

Promoted to Sergeant in Persons Crimes Unit in Major Case Investigations

10/2019-9/2020

Douglas County Sheriff's Office

- Supervise a team of four detectives, Crime Scene Technicians, and one Corporal
- Forensically copy and analyze data from cellphones and tablets, using Celebrite software
- Review, correct, and create reports with extensive detail
- Complete case reviews with detectives
- Complete personnel evaluations, discipline paperwork, and reports
- Build and edit legal documents
- Create and maintain spreadsheets
- Provide support to others within team and leadership
- Review and correct timesheet
- Ensure policies are met by all staff
- Collected, analyzed, reviewed, and managed forensic digital data

Hand selected and requested by Command Staff to work as Corporal in Internal Affairs, to investigate policy violations and personnel issues.

7/2019-10/2019

Promoted to Corporal in Special Victims Unit

3/2019-7/2019

Douglas County Sheriff's Office

- Performing all duties mentioned in role as Detective, in addition to the following:
- Approve various reports created by Detectives
- Forensically copy and analyze data from cellphones and tablets, using Celebrite software
- Assign cases and conduct case review for Detectives on team
- Acting supervisor when Sergeant absent or unavailable
- Collected, analyzed, reviewed, and managed forensic digital data

Instructor at basic Law Enforcement Academy for new Law Enforcement recruit cadets.

3/2019-9/2020

Douglas County Sheriff's Office

Detective in Persons & Special Victim's Unit (Major Crimes Division)

2/2016-3/2019

Douglas County Sheriff's Office

- Created and maintained spreadsheets to ensure organization
- Promotion to Corporal within the Special Victims Unit
- Conduct Interviews with victims, witnesses and potential suspects
- Transcribed interviews
- Forensically copy and analyze data from cellphones and tablets, using Celebrite software
- Create detailed reports, affidavits, and search warrants
- Build and edit legal documents
- Create and maintain spreadsheets
- Provide support to others within team and leadership
- Collected, analyzed, reviewed, and managed forensic digital data

Patrol Deputy

7/2011-1/2015

Douglas County Sheriff's Office

Detentions & Court Services Deputy

7/2006-4/2010

Douglas County Sheriff's Office

Dispatcher

5/2000-2/2006