SCOTT WEEDEN

Killeen, Texas

contact@legalluminary.com • www.legalluminary.com

PROFESSIONAL SUMMARY

Graduate student pursuing Master's degree in Computer Science with specialization in Artificial Intelligence and Machine Learning, transitioning to legal administrative support. Unique combination of technical expertise (LaTeX, HTML, DocuSign, AI/ML tools) and professional capabilities essential for modern legal practice. Certified typing speed of 58 WPM with 98% accuracy enables detailed note-taking and live meeting annotation. Published technical author with experience in complex document preparation, client communication, and process optimization. Committed to enhancing attorney productivity through responsible AI implementation aligned with Texas Bar Professional Ethics Committee Opinion 705 and TDRPC ethical guidelines.

EDUCATION

Texas Tech University   *In Progress*
Master of Science in Computer Science
Specialization: Machine Learning and Artificial Intelligence
Full-time enrollment while working

Ohio State University   *Completed*
Bachelor's Degree

CORE COMPETENCIES

Technical Skills for Legal Practice

- **Document Preparation:** LaTeX typesetting for professional legal documents, complex brief compilation
- **Digital Tools:** DocuSign template creation and debugging, electronic filing systems
- **Web & Marketing:** HTML, social media marketing, digital client engagement strategies
- **AI/ML Applications:** Development of attorney productivity tools and legal research utilities
- **Security & Access:** SSO integration, Identity and Access Management systems, data encryption

Ethical AI Integration for Legal Practice

Aligned with Texas Bar Professional Ethics Committee Opinion 705 and TDRPC guidelines

- **AI Verification:** Independent validation of all AI-generated outputs before use in client matters or court submissions
- **Confidentiality Protection:** Data minimization, anonymization, and secure AI vendor vetting to protect client information
- **AI Procurement:** Due diligence evaluation of AI tools for reliability, security, and privacy compliance
- **Risk Assessment:** Categorizing legal AI tasks by risk level (administrative, research, drafting) with appropriate safeguards
- **Policy Development:** Establishing internal AI usage policies, acceptable use guidelines, and compliance procedures
- **Ethical Billing:** Reflecting AI efficiencies in billing practices; transparent fee communication
- **Client Communication:** Transparent disclosure of AI use per TDRPC Rule 1.03; obtaining informed consent
- **Human Oversight:** Ensuring AI supplements—never replaces—attorney judgment and professional decision-making

Professional & Administrative Skills

- **Typing Proficiency:** Certified typing speed of 58 WPM with 98% average accuracy ([verified certificate](#)), enabling detailed note-taking and live annotation during meetings and client consultations
- **Client Relations:** Friendly, personable communication; active listening; professional demeanor
- **Judgment & Discretion:** Common-sense decision making when carrying out instructions
- **Legal Support:** Comprehensive note-taking, court document filing, reviewing and preparing legal materials
- **Research & Writing:** Published IEEE author, technical documentation, legal brief preparation
- **Certification:** Licensed and bonded Notary Public in the State of Texas

PROFESSIONAL EXPERIENCE

Paralegal Assistant

2010–2013 **DC National Guard** ● Washington, D.C.

- Served as Paralegal Assistant supporting JAG Corps attorneys in legal operations
- Gained comprehensive knowledge of Uniform Code of Military Justice (UCMJ)
- Learned to assist attorneys effectively while maintaining part-time service commitment
- Developed strong understanding of chain of command and military legal procedures
- Cultivated professional approach emphasizing the importance of asking questions to ensure accuracy and completeness
- Demonstrated professionalism, kindness, courtesy, and empathy when interacting with all parties involved in cases
- Maintained high standards of discretion and confidentiality in sensitive legal matters

Substitute Teacher

Current Position **Shoemaker High School** ● Killeen, Texas

While pursuing Master's degree full-time

- Developed communication and interpersonal skills in educational setting
- Demonstrated adaptability, patience, and professional judgment
- Managed diverse student needs while maintaining productive learning environment

Technical Specialist

Fisher Investments ● Previous Position

- Managed technical and client-side data requests for investment firm
- Created and debugged DocuSign templates for client onboarding processes
- Interfaced with clients to ensure smooth document execution and data accuracy
- Optimized workflows between technical systems and client-facing operations

IT Security Engineer

ExecuSource / Home Depot Corporate ● Atlanta, Georgia

- Identity and Access Management (IAM) developer
- Integrated Single Sign-On (SSO) solutions into corporate websites
- Collaborated with cross-functional teams on security implementations
- Developed technical documentation and process guidelines

PUBLICATIONS & PROJECTS

Legal Technology Innovation

- **LegalLuminary.com:** Developed AI-powered platform demonstrating machine learning applications for legal professionals, including document analysis and research assistance tools
- Long-term investment in bridging technology and legal practice

Technical Publications

- Published author in IEEE engineering journals
- Extensive experience in technical writing, research methodology, and peer review processes
- Compiled complex legal briefs demonstrating transferable document preparation expertise

CAREER OBJECTIVE

Seeking administrative assistant or intern position at small to medium-sized law firm where I can apply technical expertise and interpersonal skills to enhance attorney productivity and firm profitability. Eager to partner with legal professionals to implement AI solutions responsibly—ensuring client confidentiality, output verification, and full compliance with Texas Bar ethical guidelines. Committed to developing graduate-level AI/ML projects into practical attorney tools for document review, legal research, and operational efficiency while learning the legal field through dedicated service and continuous professional development.

References and additional materials available upon request