



## PROFILE

Organized and detail-oriented professional with 8+ years of experience in the education field, including an extensive legal background.

Flexible and hardworking with a demonstrated history of experience in spearheading and managing multiple projects as well as executing deadlines.

A dedicated employee with a commitment to serve and support the needs of a team by providing support in performing day-to-day tasks.

## CONTACT

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214-535-4613

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# Elizabeth Medina

## PARALEGAL

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### EDUCATION

University of North Texas May 2022  
Bachelor of Applied Arts and Sciences  
with concentrations in:

- Organizational Supervision
- Paralegal Studies
- Social Wellness and Community

and a Specialization in: Legal Studies

El Centro-Dallas College, May 2016  
Associate of Arts Degree

### SKILLS

- Fluent in Spanish
- Ability to manage budget and personnel
- Outstanding oral and written communication skills
- Expertise in general and education employment law and hearing procedure
- Excellent oral and written communication skills
- Adept at communicating with a diverse range of public

## **PROFESSIONAL EXPERIENCE**

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### **Paralegal/Office Manager**

**September 2020-Present**

**GARLAND INDEPENDENT SCHOOL DISTRICT, Garland, TX**

- Handle the interpretation of child custody orders for the District
- Receive served subpoenas and guide the campus personnel through proper process in retrieving documents, review the documentation before release and prepare applicable affidavits;
- Assist with preparation of student and employee grievance documents for grievance hearings; help departments unfamiliar with a Grievance to navigate the process
- Respond to citizen, staff, parent inquiries and/or complaints and outside attorney communications;
- Manage litigation files; maintain litigation spreadsheet and outside counsel budget spreadsheet;
- Administrator to the Public Information Portal(GOV QA); customized software to office use as needed, ensure software is being used correctly by all staff members, conduct weekly and one on one trainings for all staff members
- Compile and coordinate public information requests including gathering information from various departments in preparation, for submission to requestors and/or preparation of opinion letters to the Attorney General's Office
- Communicate with Administrators, Board Members, Media, and all Citizens regarding the Public information requests submitted and status level of requests.
- Ensure the office is running smoothly on day-to-day operations;
- Handle all check processing, including the bills and reconciliation of credit cards for the department; comprising of travel accommodations as needed for staff

### **Legal Coordinator**

**October 2018-September 2020**

**DALLAS INDEPENDENT SCHOOL DISTRICT, Dallas, TX**

- Collect and prepare documents for submission to governmental agencies, courts and outside counsel;
- Maintain calendars to calculate and meet deadlines for all Attorneys to meet timelines and response submission deadlines for state and federal agencies;
- Assist with interpretation of child custody orders from campuses and outside attorneys;
- Assist with subpoenas by retrieving documents from various departments and drafting applicable affidavits;
- Assist with preparation of student and employee grievance documents for grievance hearings;

- Respond to citizen, staff, parent inquiries and/or complaints and outside attorney communications;
- Coordinate attorney travel and track accompanying expenses;
- Manage litigation files; maintain litigation spreadsheet and outside counsel budget spreadsheet;
- Administrator to the new file management system Legal Files; customize software to office use as needed, ensure software is being used correctly by all staff members, conduct weekly and one on one trainings for all staff members
- Prepare weekly status reports for the Board of Trustees
- Compile and coordinate public information requests including gathering information from various departments in preparation for submission to requestors and/or preparation of opinion letters to the Attorney General's Office

**Interim Business Operations Manager to Construction|Bond      May 30, 2018- August 2018**  
**DALLAS INDEPENDENT SCHOOL DISTRICT, Dallas, TX**

- Programs Managed: 2015 Bond \$1.6 Band 2008 bond \$1.35 B
- Assist staff in reconciling project budgets
- Review requisitions for correct account coding and proper documentation
- Review all check requests for proper documentation in accordance to Contract stipulations
- Manage staff and areas of requisitions, contracts and receipts
- Monitor compliance of department with board policies and state statutes
- Perform Board Document Agenda item review and approval
- Serve as Liaison with Technology Department for proper documentation related to technology Bond Funds and any E-rate related funding issues via CSSA and other documentation related to bond fund expenditures and or financial participation
- Coordinate activities between Construction Services, Legal Services Real Estate & Leasing, External Legal Land Services, Property Management Firms and Financial Services for Bond Program land acquisitions
- Serve as Records Liaison between non-personnel related documents for Construction Services
- Compile and coordinate Public Information requests for legal department

**Administrative Assistant IV to Construction|Bond Office      May 30, 2017- October 2018**  
**DALLAS INDEPENDENT SCHOOL DISTRICT, Dallas, TX**

- Assist the Director of Administration in achieving the mission of delivery of services to Construction|Bond Office as well as arrange the Director's calendar, appointments, interviews, and travel needs

- Organize and process Construction and Professional Services contracts for the Bond Program with an emphasis on prioritizing tasks and time
- Compose and process technology contracts and customized supplemental service agreements for the Bond Program with an emphasis on prioritizing tasks
- Support the Program Managers by using workflow and protocol.
- Monitor compliance of all contract forms submitted by Program Managers.
- Ensure the proper processing of district forms
- Process check request for the Bond Program such as but not limited to government agencies, attorney fees, and other operational areas
- Assist with the organization and management of contract and payment files
- Perform requisition entry and receiving for the Bond Program
- Time and date stamp all Insurance Certificates received through the mail forward to Risk Management.
- Respond to payment and performance bond requests from contractors and sub-contractors
- Provide Notary Public services as needed for Procurement and Operations
- Participate in the quality control and review any invoices for construction services and Accounts Payable
- Respond to inquiries from employees and/or the public in an accurate, knowledgeable and efficient manner
- Provide regular feedback to supervisor regarding the status of projects or issues
- Maintain and adhere to ethical business practices
- Perform all duties relating to the 2008 construction bond funds grant at 100%
- Organize and Prepare budget, spreadsheets and reports to track departmental expenditures, requisitions, and purchase orders
- Prepare Payment Authorizations, Requisitions and Receive Purchase Orders for the Construction Services/Bond Office and Technology Department materials, provide budget line codes, monitor available funds, and verify the receipt of materials
- Aid with any additional processing of Board Documents that are necessary once approvals are received (Completions of Work, Change Orders, Land, Easements, etc.

**Administrative Assistant to Transportation  
DALLAS COUNTY SCHOOLS, Dallas, TX**

**January 2016- May 2017**

- Provided direct assistance to the Area Directors and Supervisors
- Helped maximize the Director's time by assisting in the preparation of all Requisitions, Purchase Orders and Payment Authorizations, including budget, payroll forms, and related financial documents.
- Managed the payroll, budget, employee travel, and procurement for the department

- Worked in collaboration with the director, supervisors, to complete all departmental forms and documentation for purchases conducted
- Interacted with all levels of management, employees and vendors
- Assisted in the Coordination and implementation of all program responsibilities for the McKinney Vento, NCLB, Special Needs, Vanguard Academy, Charter, Athletic and Activity Programs
- Planned and prepared, monthly safety workshops and meetings for all drivers

**Admin. Assistant to Professional Development and Risk Management Jan. 2014- Jan.2016**  
**DALLAS COUNTY SCHOOLS, Dallas, TX**

- Provided direct assistance to the Director of Professional Development and Director of Risk Management departments
- Helped maximize the Director's time by assisting in the preparation of all Requisitions, Purchase Orders and Payment Authorizations, including budget, payroll forms, and related financial documents
- Managed the payroll, budget, employee travel, and procurement for the department
- Worked in collaboration with the Directors to complete all departmental forms and documentation for purchases conducted
- Interacted with all levels of management, employees and vendors

Professional Development:

- Supported the coordination and implementation of all Spelling Bee obligations
- Assisted with the organization, of workshops, and prepared handouts, audiovisual materials, and all things pertaining to the workshops

Risk Management:

- Primarily responsible for ensuring bus driver compliance with district policies and Department of Transportation (DOT) regulations
- Support the Risk Management Department performing other administrative duties as assigned

**Paralegal**  
**KENDALL LAW GROUP**

**September 2012-September 2013**

**Employment Law and Securities Fraud Litigation Law Firm**

- Assisted Partners with trial preparation of numerous, complex litigation matters.
- Independently managed all aspects of employment law caseload from sign-up to pre-suit negotiation.
- Prepared and reviewed affidavits, judgments, motions and orders for attorneys
- Filed and served all legal documents with the courts and opposing counsel.
- Acted as the Liaison contact overseeing litigation efforts in cases, trial tasks and deadlines for entire firm.

Firm representative for high volume Hispanic Clientele, on intakes, initial case reviews, negotiations, etc.

**Paralegal**

**May 2011- January 2014**

**ROBERT S. GREGG LAW OFFICE, Dallas, TX**  
**Traffic, Personal Injury, Criminal and Family Law Firm**

- Improved relationships with Spanish speaking clients by providing translation services and ensuring open lines of communication
- Managed initial client intakes
- Coordinated client appointments, filing deadlines, and court dates to maximize Attorney's schedule
- Received and processed all office payments in the form of checks, cash, and credit or debit cards

**Paralegal**

**April 2007 – May 2011**

**KELLEY|WITHERSPOON, LLP, Dallas, TX**  
**Personal Injury and Wrongful Death Law Firm**

- Assisted Partners with trial preparation of numerous, complex litigation matters
- Independently managed all aspects of personal injury caseload from sign-up to pre-suit negotiation
- Prepared and reviewed affidavits, judgments, motions and orders for attorneys
- Filed and served all legal documents with the courts and opposing counsel
- Acted as the Liaison contact overseeing litigation efforts in cases, trial tasks and deadlines for entire firm
- Firm representative for high volume Hispanic clientele, on intakes, initial case reviews, negotiations, etc.

**Executive Administrative Assistant**

**EXECUTIVE OFFICE/SUITES, INC., Irving, TX**

**May 2003– April 2007**

- Offered administrative support to executive level professionals such as Doctors, Psychologist, Insurance Companies, Attorneys and Construction Companies
- Exposed to diverse personalities and customer service situations. Strong planner and problem solver, who readily adapted to change, worked independently and exceeded expectations
- Ability to juggle multiple priorities and met tight deadlines without compromising quality



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May 2016

## REFERENCES

**Lisa Ray (214) 564-0074**  
General Counsel  
Garland Independent School District

**Justin Gobert (972) 974-3029**  
Assistant General Counsel  
Garland Independent School District

**Ramona Soto (817) 253-3130**  
General Counsel  
Dallas Independent School District

**Gilbert Garcia (702) 461-8128**  
Assistant General Counsel  
Dallas Independent School District