



Resume of Applicant #201622

PROFESSIONAL SUMMARY

Detail-oriented legal and administrative professional with experience supporting litigation, document management, research, and high-level editorial projects in deadline-driven environments. Background spans legal document preparation, discovery support, factual and legal research, records management, and workflow coordination across legal, publishing, compliance, and small-business settings. Strong written communication skills, advanced software proficiency, and a demonstrated ability to manage complex projects with precision and discretion. Currently completing the Rutgers University Certified Paralegal Program; seeking to contribute to mission-driven public-interest legal work.

PROFESSIONAL EXPERIENCE

Roseto Gifts / Serra Law Group | Operations Manager & Legal Administrative Support | June 2025
October 2025

Provided direct support to a solo attorney across civil litigation and real estate matters document preparation, filing, correspondence, and case organization.

Drafted discovery materials throughout litigation, including interrogatories, requests for production, and verified complaints.

Legal and factual research via LexisNexis; case workflows, calendaring, and document tracking managed in Clio.

Kept the firm's website and client-facing materials current.

Ran day-to-day operations for Roseto Gifts as its sole employee: e-commerce development, inventory, shipping

logistics, vendor coordination, social media, and customer communications.

Handled bookkeeping, billing, supply procurement, and general business operations management.

Jenny's Jetting | Operations & Administrative Support | November 2025 March 2026

Maintained regulatory and compliance documentation for a state-regulated business.

Assisted with billing, hiring coordination, website management, and administrative operations.

Tracked renewals and filing deadlines, organized records, and prepared operational documentation.

Researched and compiled data for operational and outreach projects.

Coordinated workflows across municipal and commercial documentation processes.

Editorial & Research Assistant | Freelance | 2016 Present

Fact-checking, archival research, and editorial support for publication-focused projects.

Edited and proofread manuscripts, proposals, and long-form written work across genres and disciplines.

Managed revisions, formatting, and research organization under editorial deadlines.

Built a track record for research rigor, analytical synthesis, and document precision.

Vigliano Associates | Literary Assistant | 2016 2017

Supported literary agents with administrative coordination, project tracking, and professional correspondence.

Built a project management system tracking titles from acquisition through development, sales, marketing, and

rights it's still in use at the agency today.

Wrote training documentation and workflow procedures for the system.

Proofread publishing contracts line-by-line for accuracy and consistency.

Drafted pitch letters, reader reports, and submission materials.

Coordinated foreign and film rights tracking, royalty records, payments, and submissions via BAITs and

related
publishing management systems.

EDUCATION

Rutgers University Center for Continuing Professional Development
Certified Paralegal Program In Progress

University of Dundee | 2022

Postgraduate Certificate, Science Fiction Studies (MLitt program coursework, pandemic interruptions)

Research focused on queer and diverse futures in speculative fiction; examined language, identity, gender, sexuality, and representation in futurist narratives.

Southern New Hampshire University | 2019

B.A., Creative Writing & English

ADDITIONAL ACADEMIC STUDY

Linguistic Society of America Summer Institute | University of California, Davis | 2019

Coursework and workshops in semantics, sociolinguistics, syntax, discourse analysis, and language, gender, and sexuality.

SKILLS & SOFTWARE

Microsoft Office Suite (Word, Outlook, Excel) Google Workspace Clio LexisNexis QuickBooks
Squarespace Slack Trello Notion Monday.com BAITs Zoom Document Formatting &
Proofreading

Legal & Factual Research Records Management Workflow Coordination Website Management
Administrative Support