

RÉSUMÉ

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PROFESSIONAL RESPONSIBILITIES:

Analyst-Maintenance Agreements Coordinator (AGPA)

Jan. 2019-Jan. 2024

California Department of Transportation

Los Angeles, California

Responsibilities:

- Responsible for all new and updated delegated maintenance and electrical facilities agreements
- Analyzed, Negotiated, and Changed terms of State Highway Maintenance agreements
- Researched, reviewed and prepared correspondence related to agreements
- Paid invoices and monitored budget for delegated maintenance agreements
- Maintained an expertise in agreement requirements to ensure compliance with Statewide policies
- Attended meetings regarding new construction or modifications to existing electrical/delegated facilities to determine how the projects will be reflected in the agreement
- Maintained an up-to-date file of Delegated/Electrical Cost Sharing Maintenance Agreement
- Encumbered funds in AMS Advantage CT Pass, Payroll
- Red Folder Coordinator, respond to citizen complaints, maintain and distribute weekly log

Legal Analyst

May 2011-Aug. 2017

Synergy Legal, Update Legal, Towers Legal, Beacon Hill

Miami, San Francisco, Houston, Charlotte, Columbia

Responsibilities:

- Facilitate requests for production of documents and Subpoena Duces Tecum
- Examine and Review large quantities of documents to establish issue codes, relevancy and privilege.
- ***Oil and Gas Law***
- Analyze Gas Gathering Agreements, Asset Purchase Agreements
- Analyze Gathering Fee Rate Models, Fee Redeterminations, and Rate of Returns
- Royalty Indemnity -Litigation
- ***Commercial Banking/Anti-trust Law***
- Examine audits regarding suspicious activity reports, and the Bank Secrecy Act
- Due diligence on OFAC risk analysis, and Title 31 related software
- Examine Exchange Trading Proposals, Credit Default Swaps, Interest Rate Swaps, Licensing Agreements, Restructuring to Provide Clearing
- ***Finance and Mortgage Law***
- Examine documents to determine issue codes relating to compliance with federal agency regulations administered by FHA, FEMA, and Fannie Mae
- Analyze documents and underwriting guidelines to determine red flags
- Examine Mortgages to determine renewal rights, right of first offer, and termination dates.
- Examine lender placed insurance requirements
- Examine communications between the bank and third party flood insurance vendors
- Examine short sale loan documents, mortgage loan originations, mortgage modifications, clarifications of underwriting procedures, foreclosure pleadings, and structured mortgage backed securities
- ***Pharmaceutical Law***
- Determine relevant issue codes relating to pre-clinical, clinical, toxicity, volume and dosage, confidential patient information, and confidential employee files

Legal Analyst/ Contracts Manager

Feb. 2006 -May 2011

**360, Beason, Tayer & Bodine, Wolfe and Wyman, Jim McEntee, Meleyco Law,
Oakland, Vallejo, Stockton, and Walnut Creek, California**

Responsibilities:

- Prepared Legal Contracts, Registered Trademarks and Patents
- Commercial Real Estate Law, Residential Real Estate Law
- Facilitated the Administration of Contractual Responsibilities, Partnership Agreements, Consultant Agreements, Employment Agreements, Vendor Service Contracts, Licensing Agreements
- Developed and Maintained Schedules to Support Agreements
- Corresponded with Zoning Board, Regulatory Compliance of Zoning Regulations
- Analyzed, Brainstormed and Implemented Management Goals and Procedures
- Written and Oral Communications, Proof reading
- Mediation and Arbitration Briefs, Trial Court Pleadings
- Responded to Interrogatories and Requests
- Title Searches, Researched Titles, Prepared Documents for Recording Procedures
- New Business Incorporations
- Personal Injury Demand Letters. Motions and Complaints
- Assisted in Pre-Trial and Trial Preparation
- Prepared Issue Statements, Coordinated Trial Folders, Subpoenas
- Briefed Attorneys on Case Progress and Discovery Material
- Electronic Filing, Electronic Tickler File Management System, Pro-law, Westlaw, Lexis Research

Securities and Accounting Rep.

Jan. 2005- Jan. 2006

Merrill Lynch, Wachovia Securities

Stockton, California Responsibilities:

- Accepted Deposits on Individual Retirement Account's, Simplified Employee Pension Plans, Trusts, Annuities, Preferred Stocks, and Money Market Mutual Funds.
- Wire Transfers
- Reviewed documents for accuracy in general ledger transactions
- Accurately calculated fees on new and renewal bank loans
- Accurately reviewed loan modifications on Vehicle, Boats, and Airplane Titles
- Assembled and reviewed mortgage files for completeness, accuracy, and proper execution, Assignment of Rents and Leases, Assignment of Life Insurance, Recognized specific types of Loan documents, Evaluated Residential and Commercial Mortgage files
- Compared Information in the system against the information listed on the actual documents.
- Flagged errors and discrepancies
- Data entry using 10 key by touch
- Accounts Payables, Accounts Receivables, Utilized Synergy and Lenders Work Bench

Paralegal/Contracts Coordinator

May 1997-Jan. 2005

**Franklin and Wilson, Hudson & Mobley, City of Atlanta Law Dept., Jones and Associates
Atlanta, Georgia; Columbia, South Carolina**

- Directly Assisted the General Counsel and City Attorney
- Drafted Contracts, Correspondence, Pleadings, and Motions
- Administrative Logistics, Purchase Agreements, Teaming Agreements, Non-Disclosure Agreements, Master Service Agreements, and Risk-Management Agreements
- Managed pricing agreements as a result of contract amendments and updates
- Gathered information to support attorney's case
- Prepared documents for review and endorsement
- Researched Titles, Letters of Incorporations

- Prepared Documents for Recording Procedures and Mortgage Closings
- Researched Commercial Property Laws, and Zoning Regulations
- Reviewed Redlines and Constructed Contracts
- Facilitated the Administration of Contractual Responsibilities
- Maintained Compliance with Vendors
- Coordinated Employee Insurance Eligibility and Benefits, Payroll
- Requested Pre-Trial Litigation Material, Requested Medical Bills/ Records, and; Proof of Lost Wages
- Demand Letters, and Last Will and Testaments
- Coordinated Witness Lists, and Interview Schedules, Subpoenas, Legal Research, Exhibit Books
- Summarized Deposition Transcripts, Filing, Correspondence

COMPUTER SOFTWARE:

Relativity, Catalyst, Summation, Concordance, Outlook, Access, Excel, Lotus, Word Perfect, Power Point, Word, Westlaw, Lexis, QuickBooks, Lenders Work Bench, Synergy, ADR, Abacus, Pro-Law, AMS Advantage.

EDUCATION:

Dec. 2018	University of Nevada Law (UNLV)	Las Vegas, Nv.	Degree: LLM
May 2002	Southern University Law Center	Baton Rouge, La.	Degree: Juris Doctor
	Grambling State University	Grambling, La.	Degree: Bachelor of Arts