

Tania Woodard, MLS
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856-776-1616

Professional Goals: To contribute to the legal team by utilizing my paralegal work experience, legal studies education, knowledge of military life, skills, talents, and respect of cultural diversity in a thriving workplace environment.

Education:

PennWest University

Pennsylvania

Master of Science in Legal Studies

Montclair State University

Montclair, New Jersey

ABA approved program

Bachelor of Arts – Paralegal Studies

California,

Christopher Newport University

Newport News, Virginia

ABA approved program

Bachelor of Arts – Paralegal Studies

Experience:

New Jersey Association on Correction

Legal Advocate – 2/2025 to present

Responsibilities

- Interview domestic violence survivors to assist with the court process.
- Attend court hearings with clients.
- Facilitate access to various social services.
- Assist with the preparation of legal documents.
- Provide emotional support to victims.

KG Law Group

Family Law Paralegal – 8/2024 – 12/2024

Responsibilities

- Prepared exhibits for divorce matters.
- Prepared summaries for family law attorney.
- Requested electronic discovery for municipal court matters.

- Managed cases in the MyCase case management program.
- Maintain attorney calendars and schedules.
- Interviewed potential clients.

Legal Case Pro

Freelance Virtual Paralegal - 3/2024 – 6/2024

Responsibilities

- Drafted motions and documents regarding Family Law matters for attorneys practicing in California, Florida, Missouri, Montana, South Carolina and Virginia:
- Completed Request for Production of Documents.
- Wrote Interrogatories and Responses.
- eFiled in various States and Counties.
- Created Separation Agreements.
- Drafted Custody Complaints.
- Completed Final Divorce Decrees.
- Filed Petitions to Establish Paternity.
- Facilitated Guardianship.
- Conducted legal research.

Lawfecta

Freelance Virtual Paralegal - 6/2021 - Present

Responsibilities

- Drafted various documents regarding divorce matters for attorneys practicing in California, Georgia and Maryland.
- Conducted legal research.

State of New Jersey

Division of Child Protection and Permanency

Department of Children and Families

Paralegal Technician II and Paralegal Technician I - 2/2006 – 10/2022

Responsibilities

- Wrote Complaints for Custody, Care and Supervision, and Guardianship.
- Prepared case exhibits and evidence for trial for Deputy Attorney Generals.
- Managed and reviewed extensive case files.

- Prepared cases for in-camera review for judges.
- Conducted legal research.
- Managed searches and investigations nationally and internationally to establish due diligence.
- Maintained the electronic discovery system for the Division of Child Protection and Permanency.
- Initiated inquiries with various tribes regarding Native American heritage.
- Filed and distributed eDiscovery.
- Served as the Social Security liaison.
- Obtained vital statistics documents nationally and internationally.
- Maintained databases for trial and litigation purposes.
- Attended Court hearings.
- Authenticated records and reports and prepared Certification of Documents.
- Facilitated process service nationally.
- Prepared Affidavits of Service and Affidavits of Inquiry.
- Requested and reviewed police reports, indictments, and medical reports.
- Drafted summons and subpoenas.
- Provided training for new employees.
- Coordinated with the court to obtain Judgments of Conviction.

Skills:

Excellent oral and written communication

Proficient Legal Drafting

Skilled proofreader and Editor

Clio Software

Legal Research

MyCase

eDiscovery

Google Suite

Additional candidate information

Skills

Intermediate

Presentation/Verbal Skills Legal Proofreading Legal Research Family Law Paralegal
Case Management Attorney Research Skills Community and Social Services Legal Documents
Social Work Statistics Litigation Writing Skills Training/Teaching Database Administration
Authentication Due Diligence Child Protection/Welfare Staff Training Military Diversity