

**Tania Woodard, MLS**  
TaniaWoodard57@gmail.com  
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