

LILLIA LIONEL

PARALEGAL

CONTACT

301-275-0001

lillialionel@gmail.com

333 Downing Creek Trail
Canton, GA 30114

SKILLS

- Certified notary public 2024
- Legal Research
- Financial Management
- Facilities Management
- Legal Drafting
- Accounts Receivable
- Accounts Payable

EDUCATION

Fall 2022- Present

Maryland University Global College

Bachelor of Science in Political Science
◦ Semester GPA- 4.0

2015-2018

College of Southern Maryland

Associates of Arts General Studies

2003

Howard University

Certification in Paralegal Studies

REFERENCES

- Lee Britton
 - Email: elby0327@gmail.com
 - Phone: (240) 723-1260
- Wayne Thorne
 - Phone: (202) 674-5600

OTHER

EXPERIENCE

- Georgia State Senate Political Candidate- District 21
 - 2024
- Cherokee County Black History Committee
 - 2023- Present

WORK EXPERIENCE

Paralegal / Case Manager

Morgan and Morgan PLLC
Alpharetta, Ga

May 2022 - Present

- Prepared and filed legal documents electronically for state and federal courts.
- Maintained regular communication with clients, courts, and counsel.
- Conducted legal research, prepared discovery documents, and drafted pleadings.
- Coordinated depositions, prepared trial materials, and organized case exhibits.
- Assisted attorneys with interrogatories, witness preparation, and case settlements.
- Interacted with clients, ordered medical records, and negotiated with insurance carriers.
- Managed case files from intake to closure under attorney supervision.

Legal Assistant/ CMIT

Monge and Associates
Dunwoody, Ga

January 2021- May 2022

- Provided daily client interaction, both in person and via telephone.
- Managed the procurement of medical records and maintained communication with clients and providers throughout treatment.
- Obtained necessary documents to bolster injury and liability claims.
- Liaised with insurance carriers and healthcare providers to obtain records and reconcile account balances.
- Negotiated case settlements and facilitated reductions in outstanding medical balances.
- Collaborated with colleagues in case file management and support.
- Maintained meticulous organization of case files.
- Prepared comprehensive demands and gathered supporting documentation for submission to carriers.
- Presented case synopses to attorneys as needed.
- Managed case files from intake to closure under supervision.

Director/ Owner

Tiny Hands and Feet Child Development Center LLC
Clinton, Maryland

January 2007- July 2016

- Oversaw all child development facility operations aspects, including curriculum management, facility maintenance, staff recruitment, and center image enhancement.
- Ensured compliance with local and federal childcare regulations concerning physical environments and staff.
- Managed financial affairs, including budget development, accounting, accounts payable/receivable, and collections.
- Demonstrated expertise in facilities management, ensuring adherence to safety regulations, inspection protocols, and certification procedures.
- Responsible for purchasing necessary equipment and supplies for the center.
- Developed marketing plans and implemented advertising campaigns to promote the center's outreach.
- Managed staffing processes, including hiring, developing job descriptions, conducting interviews, staff education, and disciplinary procedures.
- Conducted background checks and verified licenses for all staff members.
- Acted as the primary point of contact for parental communication and involvement, maintaining open communication channels and updating center policies.
- Served as the face of the center within the community.