

James F. Polk – Clerical Administrative Resume

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3609 Mary Lane, Escondido, CA 92025

Education

- **American International School of Law, JD Student: October 2021-2022**
- **Lincoln Law School, JD Student:** Winter of 2017, not finished
- **Ashford University Online, Masters in Criminal Justice:** Winter of 2016, not finished.
- **MCLE Credits Since 2015 totaling over 120 Hours covering subjects ranging from AffordableCLE & LexVid:** Ethics and Bias to Software, Patent Law, Asset Protection, Federal Indian Law, SLAPP Law, Forensic Document Examination, Cannabis Law and more
- **University of San Diego, Paralegal Program: Fall 2014**
 - **ABA Approved Paralegal Certificate Program, Emphasis in General Litigation**
 - **Courses:** Introduction to Law, Legal Research and Writing, Civil Litigation, Criminal Law, Real Estate Litigation, Family Law, Criminal Defense Internship.
 - **Criminal Law:** Researched penal code for crime titles for legal memorandum, drafted informal discovery request letter, drafted notice of motion and motion to suppress evidence illegally obtained, drafted sentencing memorandum.
 - **Civil Litigation:** researched venue and local court rules, drafted complaint, drafted general denial with affirmative defenses, drafted form interrogatories and responses to interrogatories, drafted deposition notice to party and depositions, calendaring, organized client file and trial notebook, drafted jury instructions.
 - **Real Estate Litigation:** Drafted client letter, formed case strategy with IRAC of issues.
 - **General Coursework:** Case briefing, issue spotting, research and memoranda writing.
- **Western Seminary In Ministry Track M Div.:** Fall 2012, not finished
- **California Lutheran University: Spring 2001**
 - **Bachelor of Arts, Religion (GPA: 3.87 Major, 3.323 Overall)**
 - **Courses:** Spanish, Systematic Theology (parallel to substantive law study), Ethics, Communications, History, Sociology, Narrative Theology Exegesis (parallel to case briefing), Philosophy, English and Spanish Literature, Psychology, Leadership, Public Speaking, Exegetical Research, Thesis Writing and Research.
 - **Honors:** Resident Assistant in Senior Residence Hall 98-99, Religion Departmental Assistant 99-00, Youth Director supervised by Systematic Theology Professor 00-01

Computer Skills

Code Languages w/ Basic Proficiency as Software Coordinator: PHP, HTML, CSS, SAML, SQL. **Online Software:** ClickFunnels, ActiveCampaign, CognitoForms, **DocuptionForms (my project)**, Zapier, Dux-Soup LinkedIn Automation Chrome Extension, MeetAlfred LinkedIn Automation CRM, Office365, WordPress, WHM, CPanel, WHMCS. **Proficient In:** Microsoft Office Suite 2013, LexisNexis, Adobe Creative Suite, SmartDraw(legal diagrams), PDI, TrackTik, DwellingLive. **Familiar With:** Westlaw Next, Abacus Law, Hot Docs, E-Discovery and E-Filing procedures, Abacus Law, Tabs3, TimeMatters, Summation, Casemap, Timemap, LiveNote, Deltaview, and ProLaw.

Experience

- **Gated Community Private Patrol Officer: 2022-present**
- **Process Server: 2021-present**
 - ABC Legal, Proof Serve, Individual Process Server.
 - Process Server of Record for Apex Law Service
- **Legal Document Assistant: 2021-present**
 - Document Assistant of Record for Apex Law Service
 - Focus on Small Claims and Enforcement of Judgment LDA Work
- **Skip Tracer: 2015-present**
 - FBI Background Approved Tracers.com Account Holder
 - Operator of Praxis Investigations LLC
- **Coordinator of SAAS Project: 2018-present**
 - Trustee of Centinel Trust, a Small Business Trust
 - Coordinator of DocupletionForms.com & RetainerCrypto.online
- **Citizen's Initiative Coordinator: 2018-present**
 - Have been working with a small group of people to modify CCP 116 to add Replevin as the 5th Equitable Remedy in Small Claims in California and to allow for up to \$30,000 in damages in complaints stemming from advanced commission fee talent agency cases.
 - Part of NAOLDP.org, a small professional free association of legal document professionals.
 - Director of National Association of Online Legal Document Professionals
- **Judgment Investor: 2015-present**
 - Purchase Small Claims Judgments on Discount Contingent Assignment Contracts
 - Enforce Judgments as New Judgment Creditor of Record
- **Contract Paralegal: 2015-present**
 - Operator of Apex Law Service, a Small Business Trust
 - Coordinate Contract Paralegal Work for Attorneys
 - Delegate Contract Paralegal Work to Paralegals
- **Juvenile Probation Youth Advocacy Project Coordinator: 2012-present**
 - allinservice.org
 - Coordinate roadside cleanup projects for community groups
 - Use roadside cleanup for kids who need community service hours for juvenile probation
- **Speedway Gas Assistant Manager: 2018-2021**
- **Private Collector: 2017-2019**

- **Voting Member CALDA (California Association of Legal Document Assistants): 2015-2016**
- **Bonded and San Diego County Registered: 2015-2016**
 - Process Server, Legal Document Assistant & Unlawful Detainer Assistant
- **Criminal Defense Internship: Michael Anthony Hernandez, San Diego, CA: Fall 2014**
 - Legal memoranda on IOLTA accounts.
 - Researched brain injury issues related to felony child abuse case and summarized findings for letter to D.A.
 - Researched Social Security issues relating to benefits with respect to felony status.
 - Researched licensure issues for client desiring to be EMT but facing a felony.
 - Researched client prior conviction at Chula Vista Court House.
- **Landlord/RE Investor: Self-Employed, Southern California: 2007-2014**
 - Transaction opening and closing task coordination as well as purchase and sales negotiations.
 - Zoning and engineering issue research before closing.
 - Implemented strategic investing strategies such as comparative market analysis by \$ per sq. Ft.
 - Coordination with property manager and contractors.
- **Area Director Young Life High Desert: Greater LA Region, CA: 2012-2013**
 - Started group to work with kids on juvenile probation.
 - Built new area utilizing administrative, organizational, motivational and clerical skills learned from being an Assistant to Escondido YL Area Director and from example set by YL Area Director while volunteering as YL Leader in College in Thousand Oaks.
 - Networked with Juvenile Probation Officers so that my organization could supervise community service for children with court ordered community service hours.
 - Coordinated with Parents of children on probation, the City of Victorville and Volunteers to help mentor children and help them complete their community service hours.
 - Organize community service paperwork for children to take to Probation Officers.
- **Webmaster STL E-Commerce Site, SEO: Self-Employed: 2009-2012**
 - Search engine optimized a set of keywords based on positive elements of the sport of skateboarding.
 - Provided a forum for parents and children to post their family skateboarding videos.
 - Edited meta tags and page content for economy of words and relevancy.
 - Trademarked a private label and worked on branding.
- **Community Day School Substitute Teacher: Escondido Union School District, CA: Fall 2009**
 - Worked with Jr. High Kids who were transitioning from Juvenile Hall, Court School, Community Day School on behavior contracts and then ultimately back to regular public school.
 - Dealt with behavior issues in classroom and Communicated issues with Parents in writing.
 - Graded tests and papers, communicated concerns with Teachers via written correspondences.
 - Developed personalized lesson plan with Principal.

- **Security Officer: Securitas, San Marcos Office, Cymer Post, CA:2008-2009**
 - Secured office area and parking lots.
 - Monitored gas readings and tracked pressures in log sheet.
 - Wrote incident reports.
 - Completed daily activity reports.
 - Delivered WSJ to Executives.

- **United States Marine 2146, Platoon Scribe, Guide, Class Leader: USMC: 2007-2010**
 - Organized liberty paperwork for Platoon Sargent's approval.
 - Coordinated fire watch schedule.
 - Organized Platoon Roster and made all Xerox copies for Platoon Sargent.

- **Substitute Teacher & FB Coach: Escondido Charter High School, Escondido, CA: 2006-2007**
 - Taught high school math lessons, supervised computer classes.
 - Proctored and collected French exams.
 - Collected and graded homework assignments.

- **Loan Officer: Network Mortgage and Realty, Escondido, CA: 2006-2007**
 - Conducted client interviews.
 - Researched mortgage loan programs.
 - Conducted follow-up client conversations.
 - Coordinated transactions and closings.

- **Loan Coordinator: Better Mortgage Professionals, Escondido, CA: 2004-2005**
 - Researched mortgage loan programs.
 - Coordinated transactions and closings.

- **Marriott Front Desk: Sorrento Mesa Residence Inn, CA: 2003**
 - Checked Guests into rooms using guest service computers.
 - Logged billing account codes for corporate and government extended stay guests.

- **Behavior Modification: Behavior Therapy and Family Counseling Center, San Marcos, CA: 2002**

- **Outside Service Coordinator: Vineyard Golf Course, Escondido, CA: 2001-2002**
 - Coordinated schedule for Vineyard Golf Course Employees.
 - Assisted in tournament coordination for corporate firms.