DEREK BLUFORD

CERTIFIED PARALEGAL

CONTACT

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EDUCATION

Bachelor's in Business Management
University of Phoenix - 2021

Associate's in Legal Studies
National Paralegal College - 2014

TECHNICAL SKILLS

Legal Research

Case Management

Litigation (State & Federal)

Microsoft Office Suite

Legal Tech

CERTIFICATIONS

Certified Paralegal
2014

Certified Web & App Developer
2016

SUMMARY

Dynamic and motivated legal professional with a strong focus on achieving results. Skilled in legal administration, technology, and the intricacies of litigation processes. Certified paralegal with extensive expertise in conducting thorough legal research, preparing motions, completing judicial council forms, and drafting various documents and correspondence including pleadings, discovery materials, and trial preparation materials. Comprehensive understanding of state and federal court procedures and rules enables efficient navigation of complex legal systems.

PROFESSIONAL EXPERIENCE

Freelance Paralegal

Upwork & Fiverr | 1/2015 – Present

- Draft comprehensive legal documents, including briefs, motions, and contracts.
- Conduct thorough legal research to support case strategies and client needs.
- Provides freelance paralegal services to multiple law firms, enhancing their operational capacity and pro se parties.

Senior Law Clerk

Federal Bureau of Prisons | 5/2021 – 2/2025

- Led legal research, motion preparation, and handled all Federal Tort Claims Act cases, and litigation management
- Enhanced case efficiency by organizing and maintaining legal documents, files and correspondence.
- Drafted documents including complaints, motions and subpoenas while fact checking and verifying cited cases

Policy & Legal Affairs Paralegal

Government App Solutions | 1/2018 – 5/2021

- Reviewing bids to ensure compliance with local municipality RFP's
- Proactively identified potential risks and implemented mitigation strategies to minimize negative impacts on projects or business operations.
- Manage legal correspondence, small claims and collection actions