Amanda Dotson
Paralegal / Notary

Qualifications Profile

To utilize my higher education, knowledge of Army policy and procedure, and specialized legal experience to further support personal and professional goals while contributing my skillset to a greater good.

- Interpret laws, regulations, and Army policy and procedure through legal research of Federal, State, and local statutes, case law, DOD directives and Army regulations.
- Utilize various methods of legal research and analysis when reviewing principles and concepts while compiling data, drafting opinions and correspondence
- Prepares draft response to the SJA office, addressing Brigade legal actions, Army policy, and factual matters pertaining to current pending legal actions
- Demonstrate knowledge, skills, and abilities to achieve mission completion
- Prepare legal papers and written memoranda to the United States Army
- Conduct investigations, witness interviews, expected testimony, other information required for litigation purposes
- Performs initial review by examining files noting potential problems and discrepancies, initiates corrective action as needed, and ensuring compliance with basic requirements while compiling supporting documentation
- Assist civil law attorneys in the civilian sector and trial counsel in the military sector with preparing for hearings, arbitration, mediation, victim preparation for hearings, and other litigation matters
- Collaborate with leadership and professionals in handling real life, time sensitive problems while maintaining a control system to monitor the expeditious processing of contracts
- Ability to place organizational importance above personal opportuneness
- Demonstrate professionalism and skill-based knowledge to work in conjunction with higher echelons to reach peak mission efficiency
- **Areas of Expertise:** Attention to Detail | Self-motivated | Problem Solving | Documentation Preparation| Verbal and Written Communication | Critical Thinking | Microsoft Suite | Zoom | People Skills | Time Management| Adaptability | Ethics | Microsoft Teams |

Professional Experience

Department of Defense, United States Army Training and Doctrine Command, US Army Civilian, 434th Field Artillery Brigade: GS-06, Step 02, Legal Assistance 0986, September 2023-Present

Legal Assistant: 1st Battalion 31st Field Artillery Regiment and Legal Assistant: 1st Battalion 22nd Field Artillery Regiment (Pending Implantation of New Trained Legal Assistant)

6036 Bessinger Street, Fort Sill, Oklahoma 73503

Serve as Battalion Legal Assistant for two operating battalions in conjunction with other operating Battalions as needed acting as a liaison between Brigade Leadership and the Office of the Staff Judge Advocate ("OSJA"). Legal Assistant duties consist of, but are not limited to the following:

- Thorough understanding and application of operations and practices to conduct legal actions in accordance with organizational procedure within the Army and OSJA;
- Review case files for legal sufficiency submitted by units to ensure burden of proof is complied with;
- Review non-judicial punishment actions (Article 15s), Administrative Separations, and Court Martial actions ensuring 100% accuracy;
- Connect OSJA and applicable personnel for 15-6 investigation in-briefs;
- Draft, review, and serve 15-6 Appointment Orders, General Officer Memorandum of Reprimands ("GOMOR"), Letters of Concern ("LOC"), and Letters of Reprimand ("LOR");
- Utilize various data input systems and Military Justice Online ("MJO") to prepare and update actions for Trial Counsel, corresponding counsel, and assisting Legal Assistance sector;
- Coordinate with Administrative Law Division ("AdLaw") for incoming in-brief requests until completion of 15-6 investigations;
- Briefs Battalion Commanders and Battery Teams every week regarding legal actions and act as a liaison between Battalion, Brigade, and OSJA to keep connection between unit and higher authority;
- Act as reporting legal assistant during witness interviews for victims and contact victims for victim preference regarding legal actions;
- Conduct training on legal actions and procedures to Battery and Battalion command teams to ensure Army policy and procedures remain consistent and thorough through legal processes;
- Attend mandatory training coordinated by Brigade and OSJA;
- Ensure consistent communication with Battery and Battalion command teams to request updates on investigations and pending legal actions; and,
- Work with Brigade Executive Officer in detailing officers for 15-6 investigations.

Great Plains Legal Services: June 2023-September2023

Temporary Paralegal and Legal Assistant Trainer for Jason Mewhirter, Attorney at Law

Prepare and execute legal pleadings for client and court use. Help teach and train current employees court systems and legal documentation preparation. Converse with legal personnel about cases and client relations. Operate Microsoft Office Suite and Oklahoma State Court Network (OSCN). Review prepared pleadings by fellow legal assistants to ensure accuracy and legal sufficiency.

Smith & Coleman, P.L.L.C: August 2022-October 2022

Legal Assistant to Steve Coleman

612 SW D Ave, Lawton, Oklahoma 73501

Review abstract of title to ensure clear title is being transferred to new owners. Prepare title opinions to reflect clear titles for attorney review. Work with clientele needs in estate planning. Create wills, power of attorneys (both durable and general), advanced directives, DNRs and trusts. Establish LLCs for clientele. Operating Microsoft Office Suite, Oklahoma State Court Network (OSCN) and WordPerfect.

Law Office: Doolin, South & Leyja: May 2022-July 2023

Legal Assistant to Arthur South and JW Doolin

802 SW D Ave, Lawton, Oklahoma 73501

Train under four attorneys with different law specialties. Collaborate with attorneys to complete legal documents pertaining to legal cases. Ensuring clients legal needs are met through correspondence. Receive dictation from attorneys and translate into needed documentation for cases. Operating Microsoft Office Suite, Oklahoma State Court Network (OSCN), County Assessor's webpage and other various websites to achieve legal research.

Education

Master Degree of Business Administration, *Lakewood University*

Bachelor's Degree of Science in Paralegal Studies, *Lakewood University*

Associate Degree in Paralegal Studies, *Lakewood University*

Certificate in Paralegal Studies, *Lakewood University*

Certifications

Notary Certification*, State of Oklahoma*

Valid until June 24, 2026

Certificate in Paralegal Studies, Lakewood University

Volunteer Experience

Office of the Staff Judge Advocate, Fort Sill, OK 2024

- Orchestrated and launched donation efforts for the local women's shelter
- Orchestrated and launched donation efforts for the local food bank

1st Battalion, 14th Field Artillery Regiment*, Fort Sill, OK 2017-2018*

- Orchestrated and launched fundraising opportunities to aid soldiers returning from deployment.
- Created 112 *"Welcome Home"* baskets consisting of supplies and food a soldier may need to feel comfortable in barracks after a yearlong deployment valuing $75 per basket.

- Donated time and talent to photograph *"Welcome Home"* photographs of children to be given to their Active-Duty parent returning home from deployment.
- Volunteered time and resources to fellow military spouses struggling with deployment.
- Launched monthly get togethers for spouses of deployed soldiers.
- Created a free movie night for soldiers to spend time with their children after yearlong deployment.

5th Battlefield Coordination Detachment*, Honolulu, HI 2018-2021*

- Overseeing financial records.
- Develop fundraising strategies.
- Volunteered time to unit families adjusting to OCUNUS stations.
- Prepare monthly transaction reports.
- Deliver and oversee banking deposits and withdrawals.

Independent Volunteer Work, *Honolulu, HI 2019-2020*

- Created three food drives to aid military families.
- Orchestrated food donations in neighborhoods providing food to those who were affected by Covid-19 job loss.
- Created Jeep Drive with local Jeep group to transport 1,300lbs of food to Hawaii Food Bank.
- Spearheaded Thanksgiving food drive to provide three struggling military families with full meals.
- Coordinated meal deliveries to homeless population during holidays.
- Planned toy drives to provide all Christmas presents for three military families.
- Organized Toys for Tots Jeep run to deliver toys to local donation centers.
- Headed daily grocery shopping for immunocompromised families during Covid-19 shutdowns.
- Spearheaded 3 holiday parades in the neighborhood to bring joy to uncertain times.
- Orchestrated surprise appearance during parade by Honolulu Fire Department through weeks of planning with Honolulu Fire Chief.
- Collected $3,000 worth of candy donations to distribute to parade drivers for tossing.

Awards

- Fort Sill Volunteer of the Month
- Achievement Medal for Civilian Service
- Coveted Artillery Order of Molly Pitcher
- Lakewood University Community Service Award
- Office of the Staff Judge Advocate February "Atta Person" for exceptional dedication and excellence in the workplace
- Personal Star Letter from Major General Winston P. Brooks, Commanding General of Fort Sill for exceptional demonstration of leadership and excellence throughout Fort Sill.
- Outstanding Graduate and Alumni for the 2024 Distance Education Accreditation Commission ("DEAC")
- Acceptance into Delta Epsilon Tau Honor Society for excellence in education

References

- Mr.Christopher Jancek
  Supervisory Paralegal Specialist for 434th Field Artillery Brigade
  (580) 442-7978
- LTC Latisha Irwin
  Chief of Administrative and Civil Law
  (563) 940-3809
- MAJ Cody Kness
  Former Brigade Executive Officer
  (970) 412-2039
- Mr. Jim Lucas
  Deputy to the Brigade Commander, 434th Field Artillery Brigade
  (580) 442-1481
- CPT Jeffrey (Dalton) Slatton
  Trial Counsel for 434th Field Artillery Brigade
  (423) 883-7157
- Mrs. Shawna Raymond
  DPW Realty Specialist
  Former 434th Field Artillery Brigade Legal Assistant
  (580) 695-5785
- Mrs. Merri Rouleau
  Clerk of Court Fifth Judicial Circuit
  Former 434th Field Artillery Brigade Legal Assistant
  (253) 380-8725
- Mr. Jason Mewhirter
  Attorney at Law for Great Plains Legal Services, LLC
  (580) 704-7809
- Ms. Lidia Perales
  Legal Assistant for Great Plains Legal Services, LLC
  (580) 574-7336
- Ms. Haley Pavic
  Student Services Lead and General Education Department Chair for Lakewood University
  hpavic@lakewood.edu