

Jessica DiPonzio

LEGAL ASSISTANT

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EXPERIENCE

The Samuels Firm — *Legal Assistant*

January 2023 - Present

Assisted in the acquisition of property for the Georgia Department of Transportation.

Responsible for drafting closing documents and condemnation petitions, utilizing mail merge and Excel formulas to simplify document creation, developing spreadsheets to track/monitor progress of projects, facilitating closings, correspondence with homeowners, and organizing filing systems.

The Belin Firm — *Legal Assistant*

August 2020 - December 2022

Assisted a personal injury and mediation attorney with projects, cases, and day-to-day activities.

Responsible for preparing legal documents, performing legal research, organizing files/documents digitally and physically, correspondence with clients, assisting in projects with the Georgia Department of Transportation, notarizing and witnessing document signings, and various other office administrative duties.

What She Said Podcast — *Social Media Manager*

January 2021 - January 2022

Managed various social media platforms and streaming services for a lifestyle podcast.

Responsible for creating and posting graphics across various social platforms, updating the WordPress website, editing and formatting audio and video, uploading content to podcast streaming platforms, maintaining an active online presence, and gathering insights through analytics.

Creative Gwinnett — *Co-Founder*

October 2016 - May 2018

Co-created a non-profit organization that showcased local musicians, artists, comedians, and other performers on a monthly basis.

Responsible for maintaining website, creating and posting graphics across social media, and planning monthly events including recruiting artists, finding locations, scheduling, advertising, managing expenses, and setting up/taking down equipment.

SKILLS

HTML, CSS, Javascript

Python, SQL

Google Cloud Platform

Microsoft Office Suite

Adobe Creative Cloud

Digital Illustration

Case Management

EDUCATION

Savannah College of Art and Design

Bachelor of Fine Arts

2018-2021

Major in Illustration

3.9 GPA

CERTIFICATIONS

Google Cloud Digital Leader

Notary Public

PROJECTS

Cloud Resume Challenge

In Progress

Hands-on project aiming to gain knowledge and experience with cloud technology.

Project repo available on GitHub

The Odin Project

In Progress

Open-source project-based curriculum designed to teach full stack web development.