

Over 8 years' transferable experience; multi-faceted professional with dynamic skillset including legal research, legal writing, and project management.

DAN KLEINMAN

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Professional Summary

Paralegal & Legal Project Assistant

TruQua Enterprises, LLC - February 2017 - Present

Frogmen, Del Rey via Contract - January 2016 - April 2016

- Managing and meeting deadlines for in-house immigration matters including petition filings
- Researching statute and policy to provide support to the general counsel
- Drafting and cataloguing contract agreements and conducting financial audits
- Assisting in office management, including scheduling and answering correspondences
- Creating a progress tracking system; managing internal calendars, and schedules
- Coordinated companywide annual events including venue scheduling and logistics

Strategist, Policy Director & Coordinator

Multiple political candidates and advocacy groups - September 2013 - January 2016

The Action Now Institute - April 2012 - September 2013

Rogers Park Community Council - January 2009 - September 2010

- Led teams of staff, interns, and volunteers through analytical project management processes to organize political campaigns
- Wrote and managed community grants at the federal and municipal level
- Provided key support for the passage of SB56, a foreclosure protection bill enacted as Illinois Public Act 98-0514; instrumental in the amendment of Section 2-25-050 of the Municipal Code of Chicago, providing further tenant protections from foreclosure

Education

Institute for Paralegal Studies

Summer 2017

Loyola University Chicago

Corporate Practice Certification

American Bar Association-Approved

Post-Baccalaureate Program

Loyola University Chicago

Fall 2011

Bachelor of Arts, English

President of the Student Body, 2008-2009

Arnold Damen S.J. Student Award of

Excellence, 2009

VOLUNTEERISM

Social Media Coordinator for St. Paul Community Development Ministries, a non-profit organization that provides opportunities for job training programs on Chicago's Southside. Taught English in Bangkok, Thailand. Author of *The New Neighborhood Block Club Manual*. Served on the Local School Council of Nicholas Senn High School. More at www.dankleinman.org/volunteerism