

Chidimma (Monica) Waturuocha
Saint Paul, MN
(Open to Relocation and Remote Work)
Cell (612) 443-3656 Email: Monicawaturuocha@gmail.com

Experience

2.5 years of experience at Jeff Anderson & Associates; recognized as the nation's premier law firm to represent survivors of childhood sexual abuse. Supported a team of 19 attorneys practicing in 8 states (MN, NY, NJ, CA, IL, LA, AZ). Has met over 15 major deadlines across different statutes and reconciliation programs. Personally managed database of 500+ active and potential clients. Assisted in drafting and filing over 3,000 claims during this time.

Pauly, Devries Smith, & Deffner

Intellectual Property Docketing Specialist (Temporary/ Contract) (1/2023-3/2023)

- Reviewing, reporting out, filing, and docketing of office actions, notices of allowance, and other USPTO correspondence.
- Preparation and review of technical/patent related documents, such as correspondence and filings covering all aspects of U.S. patent prosecution. This will include editing applications, coordinating and communicating with clients, drafting correspondence, preparation of Information Disclosure Statements, recording assignments, inventor declarations, application data sheets, continuing applications, etc.
- Management of all aspects of the international patent application process, including PCT applications and corresponding with foreign patent offices and associates, as needed.
- Organization and maintenance of client files.
- Support paralegal team overflow by providing secretarial/paralegal assistance, as requested.

Jeff Anderson & Associates

Legal Support Specialist/ Client Communications Advocate- (7/2020-10/2022)

- Engaging in one-on-one consultations with thousands of clients via phone, chat, and email to educate them on case development and litigation.
- Warm-calling potential new clients to discuss sensitive case matters, options for support, and justice-oriented solutions within civil litigation.
- Managing internal communications and client outreach to facilitate an efficient flow of information between clients, executive team members, and counsel. Tracking all client and attorney correspondence in CRM database.
- Draft legal correspondence and documents including but not limited to proof of claims, client verification memos, deposition files, discovery, medical record summaries, affidavits, memorandums, orders, petitions and motion notices. Redacting personally identifiable and/or private information as necessary.
- Obtain needed information from files, law enforcement agencies, or other sources, and submits completed legal documents to the appropriate attorney(s).
- Aids attorneys in trial preparation by performing duties such as independently compiling trial notebooks, assembling jury instructions, and compiling witness and exhibit lists.
- Tracks filing, hearing, and trial dates, and scheduling conferences and interviews.
- Develop and revise process documents such as training materials, checklists, and project guides to optimize workflow and standardize best practices.
- Experience with high profile and high volume caseloads

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REM- White Bear Lake, MN (7/2019-7/2020)

Direct Support Professional (Part time)

Provide care for disabled/vulnerable adults. Work with clinical staff to establish behavioral plans to improve clients' quality of life. Medication administration, meal planning/preparation, and personal care. Encourage and assist clients with community involvement and outings.

Sephora- Roseville, MN (10/2018-1/2020)

Beauty Advisor (Part time)

Greet clients, analyze client beauty needs, educate clients on latest beauty, skincare and fragrance trends and products, demonstrate proper use of makeup and skincare products, ensure proper presentation of products and visual displays on sales floor, daily store operations.

Sephora- Mankato, MN

Color Expert

Greet clients, analyze client beauty needs, educate clients on latest beauty, skincare and fragrance trends and products, demonstrate proper use of makeup and skincare products, ensure proper presentation of products and visual displays on sales floor, daily store operation.

Democratic Farmers League- Mankato, MN (9/2018-11/2018)

Campaign Canvasser

Distributed promotional campaign material to the public, discuss talking points, messaging, and branding for candidate and campaign, initiated phone calls to prospective voters to encourage them to vote, volunteer and support candidate, collect voter responses and information

The Law Offices of Emeka Njoku- Baltimore, MD (6/2016-8/2016)

Legal Receptionist

Provided administrative support which included answering phone calls, interviewing clients, scheduling appointments, ordering office supplies, preparing letters and other duties as assigned.

My Choice Spa - DeSoto, Texas (5/2015-8/2015)

Receptionist

Greeting customers, answering phone calls, scheduling appointments, making sure areas are clean and inviting for customers

Arc's Value Village- St. Paul, MN (9/2014-3/2015)

Customer Service Representative

Assisted customers by demonstrating products, emphasizing features and benefits, and answering customer questions.

Performed daily task including but not limited to stock work, visual display and daily store operations.

Education

Minnesota State University, Mankato, MN

Bachelor of Science, Philosophy, Political Science, Economics (Cum Laude)

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Honors/Campus Clubs and Activities

Cum Laude Graduate

Black Motivated Women- Event Coordinator

ECHO Food Shelf Volunteer

African Student Association

Black Student Union

PARC

MNSU College Democrats- *Voter Outreach Coordinator*

LGBTQ+ Center Volunteer

Skills

Microsoft Office

Dynamics (CRM)

Sharepoint

Everlaw

Excel