

OCTAVIA CLANTON

Meadows Place, TX 77477 | (815)847-9700 | Oaclanton@hthcomm.com

QUALIFICATIONS SUMMARY

- Ten years of experience as an Administrative Assistant
- Three years of Social Service experience
- Six years of Paralegal experience
- Certified Notary
- Exceptional customer service skills, collaborating with stakeholders at all levels
- Excellent verbal, written, and organizational skills
- Competent in American Sign Language

EXPERIENCE

Compliance Associate | HTH COMMUNICATIONS | HOUSTON, TEXAS

01/2024-Present

- Responds to Law Enforcement subpoenas
- Investigate FCC Complaints to understand the root issue
- Coordinate FCC Compliance audits, including LOI, BCAP, PQA, ensuring accuracy and timeliness of responses
- Review contracts, as needed
- Coordinate with outside counsel on corporate legal matters, as needed
- Oversees regulatory processes, including record-keeping, scheduling, and filings, ensuring accuracy and timeliness expectations are met
- Oversees outside counsel on matters related to ETC compliance filings and monitoring their results

FAMILY LAW PARALEGAL (Contract) | JONES LEGAL | HOUSTON, TEXAS

08/2021-05/2023

- Served and answered Discoveries
- Created pleadings and orders
- Drafted correspondence
- Drafted inventory and appraisements
- Filed documents with the court
- Prepared trial exhibits

LITIGATION PARALEGAL | BANNWART & ASSOCIATES | HOUSTON, TEXAS

09/2019-04/2021

- Maintained litigation calendar- including discovery deadline, hearings, and appointments
- Drafted requests and responses to discovery, motions, pleadings, demands, and correspondence
- Collected and organized medical and billing records with Affidavits
- E-filed state and federal pleadings and motions
- Notarized all legal documents

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EXPERIENCE(CONTINUED)

PARALEGAL/CASE MANAGER | RB BORMASTER & ASSOCIATES | HOUSTON, TEXAS
09/2018-09/2019

- Managed personal injury cases
- Ordered and collected Medical Records and Bills
- Monitored client's medical treatment
- Managed ChartSwap account
- Prepared Affidavits
- Prepared intake for new clients

PARALEGAL (Contract) | EPIQ GLOBAL SOLUTIONS | HOUSTON, TEXAS
03/2018-07/2018

- Assisted company attorneys in preparing and organizing important corporate documents
- Prepared documents uploading to Excel spreadsheets
- Assisted with legal corporate matters as assigned
- Prepared responses to written discovery and documents

PARALEGAL EXTERN | WINNEBAGO COUNTY PUBLIC DEFENDER'S OFFICE | ROCKFORD, ILLINOIS
02/2017-01/2018

- Drafted and prepared legal/non-legal documents
- Worked on open cases
- Investigated cases
- Performed phone interviews and interviewed inmates
- Heavy Billing, Researching, and E-filing

SOCIAL SERVICE MANAGER | ROSEWOOD CARE CENTER
06/2015 – 01/2018

- Maintained and improved resident's ability to control everyday physical needs and mental/psychosocial needs
- Identified individual social and emotional needs
- Developed and maintained implementation of psychosocial history and assessment, advance directives, ethics/end-of-life planning, social service intervention, and discharge planning
- Interdisciplinary team participant in care planning, Admissions, and verifying HMO insurance

ADMINISTRATIVE ASSISTANT | SISTER'S HOME HEALTH AGENCY
04/2013 – 06/2015

- Answered and directed telephone calls using a multi-line phone system
- Greeted visitors and managed the reception area
- Maintained staff calendars and schedules
- Processed and managed both incoming and outgoing mail
- Completed data entry and filing for multiple programs

TECHNOLOGY SKILLS

- Microsoft Office (Word, Excel, PowerPoint, Teams)
- Zoom Meetings
- Westlaw
- Lexis/Nexis
- Relativity
- Pacer
- Dropbox

EDUCATION

- BACHELOR OF SCIENCE IN CRIMINAL JUSTICE | UNIVERSITY OF TENNESSEE AT CHATTANOOGA | MAY 2011
- PARALEGAL DIPLOMA | ROCKFORD CAREER COLLEGE | MARCH 2017