



# DAILYN TAYLOR

Virginia Beach, VA

Aka Dailyn Filipiak  
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843-810-7909

## SUMMARY

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I am very dedicated, motivated, and hardworking. During my 4 years in the military, I worked as a paralegal in several sections of military law, which have helped me look at problems from different angles when coming up with solutions. When there was a lack of leadership available, I was immediately responsible for the upkeep of the office, the review of all incoming and outgoing projects, and the training of a new Soldier. In both the military and civilian sector, I worked with clients to assist them with their needs. I have improved the efficiency of the office by introducing new tools for organization and exploring uses of programs such as Adobe Acrobat Pro. The experience and skills I possess can be used in any environment and can be adjusted easily to fit the tasks at hand.

## WORK EXPERIENCE

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### WODU STUDIOS (OLD DOMINION UNIVERSITY)

January 2022 – Present

#### Video Director

1071 Webb Center  
Norfolk, VA 23529

##### Duties, Responsibilities, and Related Skills:

- Maintains relationship with media hosts and meet with them
- Reports to executive board on current shows
- Training video production crew
- Creates promotional material

**Supervisor:** Kiannah McClure (540-308-1899)

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### SULLIVAN, ANDREWS, & TAYLOR

March 2020 – August 2021

#### Receptionist

5544 Greenwich Road, Suite 103  
Virginia Beach, VA 23462

##### Duties, Responsibilities, and Related Skills:

- Prepared FedEx, USPS, and Certified Mail labels for packages
- Input and update client information in Practice Management Tax Software
- Receive, sort, and distribute daily mail
- Drafted documents and organizational tools to assist workflow
- Inspected inventory and ordered office supplies
- Greet and welcome clients
- Answer, screen, and forward incoming phone calls

**Supervisor:** Lisa Portier (718-300-0310)

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### UNITED STATES ARMY

September 2016 – February 2020

#### Paralegal - Military Justice, Client Services, Trial Defense Services

701 27th Street, Bldg 8135  
Fort Lee, VA 23801

##### Duties, Responsibilities, and Related Skills:

- Examined and organized investigation and evidence files of subjects

- Read and cited Army Regulations daily
- Examining and preparing a variety of legal documents; motions, orders, pleadings, subpoenas, and memorandums
- Managed in and out flow of assignments for the office
- Conducted weekly and monthly data reports
- Managed and maintained tracker of active cases, due dates, and trial dates
- Assembled and organized exhibits, evidence, and other documents for trial
- Extensive research into victim/subject evidence
- Reviewed and cite checked outgoing projects, motions, pleadings, memorandums
- Typed summarized transcripts for Court-Martial Proceedings
- Prepared rebuttal memorandums for Soldiers with legal inquiries
- Investigated potential witness and searched for information on specific individuals
- Assisted in trial preparation by conducting research of regulations and evidence
- Conducted daily briefings to Soldiers on military legal proceedings
- Transcribed interviews of victims and subjects
- Tracked and scheduled dates for interviews, meetings, and trials
- Participated and wrote notes during interviews between my supervisor and witnesses
- Assisted clients with questions on their legal situation
- Answered non-advice legal questions
- Schedule appointments and meetings for attorneys
- Answer, screen, and forward incoming calls
- Provided notary services
- Prepared Powers of Attorney's
- Performed conflict checks of current, previous, and potential clients
- Assisted with will execution ceremonies
- Performed other clerical duties, filing, scanning, copying, and faxing

**Supervisor:** SFC Jamal Berry (785-307-6688)

## EDUCATION

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### Old Dominion University

August 2021 to Present

Strategic Communications; Cinema and TV Productions; Marketing

### Summerville High School

August 2012 to May 2016

High School Diploma

## SKILLS

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- Typing Speed: 58 words per minute
- Expert in Microsoft Word, Excel, and PowerPoint
- Proper phone etiquette
- Establish and maintain company/client rapport
- Expert in Adobe Acrobat Pro; making forms, editing documents, bookmarking, organizing documents
- IT knowledge
- Efficient research capabilities
- Expert understanding of Army Legal Regulations; Administrative Separations, UCMJ, Court-Martials
- Marketing; social media, film, and flyers
- Detail oriented
- Experience working in high intensity work environments
- Written and verbal communication skills
- Multitasking and ability to prioritize tasks
- Experience leading and supervising
- Statistical analysis
- Innovative problem solving
- Time management
- CCH Workstation software
- Practice Management software
- Military Justice Online, MJO, Program
- SharePoint Experience