Email address, phone number and ABN will need to be displayed somewhere

**About me**

Hello, I'm Dana Will, a mother, coffee lover, and a passion for travel. I enjoy organisation and making life easy. With over 15 years of experience in the legal field, I have gained valuable experience whilst at the same time, perfecting my skills.

Throughout my journey in the legal profession, I have held various roles, each contributing to my growth and expertise. Starting as a Rounds Clerk, I quickly advanced to the role of Administrative Assistant in the area of Litigation which involved leading a team of administration assistants focused on supporting legal professionals and litigation processes. This role was invaluable in that it taught me the importance of organisation, time management, attention to detail and multitasking.

I then transitioned into Debt Recovery, where I thrived as a Paralegal. In this role, I took on the responsibility of managing my own caseload and providing comprehensive legal support independently. Attention to detail, meticulous research and effective communication became second nature. This allowed me to achieve successful resolutions while maintaining the utmost organization and professionalism.

**Why hire me?**

A virtual assistant is an affordable alternative to hiring on-site administration support. Hire me for a once-off task or on a regular basis. I’m here to help you so get more time back in your day so you can focus on more important tasks. I want to save you time, as who has enough of that these days!

 I am known for my reliability, determination, ability to work diligently in fast-paced environments as well as delivering results. I take pride in my meticulous approach to the tasks I undertake. I adapt well to new   
technology.

I am excited to embrace new opportunities that allow me to showcase my skill set expertise, provide dedicated support to professionals and that may involve my legal expertise. I am committed to making a positive impact wherever I go, bringing efficiency and structure.

**What can I do for you?**

General administration support

· Document preparation including editing and formatting

· Spreadsheets

· Client correspondence

· Customer service / telephone calls

· Invoicing

· Bulk mail outs

· Data entry

· Database and records management

Email management

· Categorize and prepare sub folders

· Prioritize emails

· Send email correspondence

Calendar & diary management

· Assist with scheduling appointments and meetings

· Scheduling reminders

Travel arrangements

· Assist with booking intrastate/interstate travel

· Assist with car hire and accommodation

Software

· Microsoft 365

· Lexis Nexis Affinity

· LEAP

Debt Collection

· Assist with sending out overdue statements

· Issue demand letters

· Issue Claims and enforcement action in the Magistrates Court of South Australia

· Negotiating payment arrangements

· Knowledge with CourtSA portal

Other

· Online research

· Event coordination

Legal

· CourtSA portal

· Preparing Court documents

· Filing Court Documents

**Credentials**

Certificate IV in Business (Legal Services)

Certificate III of Business Administration

Certificate II in Business