

ADENA R. BENN

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QUALIFICATIONS PROFILE

Results-oriented professional offering extensive legal and crisis / emergency management expertise within business and legal department settings. Articulate consensus builder, adept at swiftly and accurately reviewing circumstances and negotiating positive resolutions with involved parties.

- ◆ **Case Management:** Aptitude for legal case management, providing skillful client / witness interviews, careful discovery and research, and precise drafting of documentation. Strong interpersonal skills, cultivating positive relationships with a diverse clientele through focused interviews and exemplary communications.
- ◆ **Crisis Intervention:** Outstanding crisis / emergency management talents. Highly skilled in community outreach and education, cultivating productive lines of communication with stressed individuals to ensure optimal identification of individual needs and swift provision of required services.
- ◆ **Technical Proficiency:** Solid command of MS Office Suite, Westlaw, Lexis Nexis, Abacus Law, APSIN (Alaska Public Safety Information Network), e-911 computer system, Centracom Elite Radio Communication System, Computer Aided Dispatch (CAD), CRIMES (State of Alaska criminal database), and Ingens Online on Windows platform.
- ◆ **Strengths/Accomplishments:** Outstanding team-building, interpersonal, networking, and troubleshooting skills; able to work well both independently and in environments where collective teamwork is essential. Keen vision in identifying and capitalizing upon opportunities for internal process improvements as well as for public relations initiatives that significantly enhance organizational visibility and reach.

PROFESSIONAL EXPERIENCE

RESEARCH TRIANGLE INSTITUTE, INTERNATIONAL – Fairbanks, AK

12/2011 to 04/2013

Field Interviewer

Collect high quality data for national study.

Perform screening and interviewing of selected households to collect data for the National Survey on Drug Use and Health (NSDUH.) Adhering to strict project protocols and ensuring that data collection activities are carried out in an efficient and cost effective manner. Responsible for managing incentive monies and maintaining detailed and accurate receipts and records. Routinely utilize computer interviewing programs, email, and electronic timesheets to maintain engaged communication with immediate supervisor who resides in Texas.

- Often asked to act a mentor for new employees.
- Given regular travel assignments in addition to my normal workload.

THE LAW OFFICES OF WILLIAM R. SATTERBERG, JR. – Fairbanks, AK

5/2008 to 5/2010

Paralegal

Manage a variety of civil and criminal cases.

Adeptly network with clients, opposing counsel, and various legal staff to facilitate quality and timely provision of legal representation. Review and analyze documents for production and discovery. Identify and summarize appropriate law, judicial decisions, legal articles, and other material relevant to specific cases. Perform extensive