

RAM N. DIXIT

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EDUCATION

Stetson University College of Law, Gulfport, FL

May 2028

GPA: 3.0

Stetson Law Review | Associate
Stetson Law Republicans | President
The Federalist Society | 2L Representative
Hillsborough County Bar Association | Member
Federal Bar Association | Member

University of South Florida, Tampa, FL

May 2024

Bachelor of Science in Information Security - *Magna Cum Laude*
Dean's List of Scholars - College of Arts and Sciences at USF

EXPERIENCE

Dixit Law Firm, Tampa, FL

**Paralegal
Legal Assistant**

**August 2023 – August 2025
April 2020 – December 2022**

- Drafted and refined pleadings, motions, service documents, and client/court correspondence for attorney review in Florida state and federal litigation
- Managed end-to-end discovery: prepared and served requests/responses, organized and quality-checked productions, and reviewed records and reports from clients and opposing parties to develop case-ready summaries
- Supported trials, hearings, and depositions, including witness preparation and exhibit organization/handling; assisted counsel in-court during proceedings
- Maintained litigation operations and case closeouts using Rocket Matter, Relativity, Logikcull, Egnyte, PACER, and state/federal e-filing dockets; coordinated communications with clients, opposing counsel, agents, and adjusters to keep matters moving

Bay Business Edge

Technical Support Specialist, Tampa, FL

January 2023 – August 2023

- Troubleshoot basic technical issues in client offices, as well as set up, configured, and secured commercial networks, phone lines, and hardware for office buildings
- Configured servers for inter-company collaboration and file sharing, both in the office and remotely, or alternatively, set up a secure company OneDrive
- Set up an NVR, connect CCTV cameras to it and the network via Ethernet and coaxial cables, and install and configure access control technologies such as maglocks, card reader systems, and vehicle gates
- Managed office software and services for various businesses, such as Microsoft Office 365 Apps, Adobe Acrobat, email servers, phone lines, website domain hosting, and AWS and Microsoft cloud hosting services

Tiger Koo's Martial Arts, Hoffman Estates, IL

September 2018 - August 2020

Second Degree Black Belt Taekwondo Instructor

- Led students through various warm-ups and training exercises to assist the headmaster and often led an entire class in the absence of the headmaster.
- Gained interpersonal skills by teaching and mentoring people ages 4 to 80, as well as selling memberships to parents and adult students.
- Managed large tournaments and events from start to finish by coordinating event logistics, such as arranging participants and matchups, recruiting and assigning judges, and scheduling demonstrations and ceremonies.

CERTIFICATIONS

- Florida Notary: Florida Remote Online Notary (RON)
- Lagree Certified Fitness Trainer, AFAA Certified Cycle Instructor, and NASM Certified Personal Trainer