

RAM N. DIXIT

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EDUCATION

University of South Florida, Tampa, FL

August 2020 – May 2024

Bachelor of Science in Information Security - *Magna Cum Laude*

Dean's List of Scholars - College of Arts and Sciences at USF

Stetson University College of Law, Gulfport, FL

August 2025 – May 2028

EXPERIENCE

Dixit Law Firm, Tampa, FL

Paralegal

August 2023 – August 2025

- Draft pleadings and service documents, motions, etc., for attorneys to review and use
- Draft, prepare, and serve discovery requests and responses, including compiling and organizing document production
- Categorize and interpret data; review and analyze reports, responses, and records produced by clients and opposing parties
- Coordinate requests between multiple parties involved in litigation through consistent communication with the client, opposing parties, agents, or adjusters, with full partnership and communication with the attorney through the end of the case
- Works closely with attorneys, assisting in trials, hearings, or depositions, witness preparation, and research, including preparing and handling exhibits
- Assistant to the attorney during the court proceedings
- Responsible for closing out cases and documents

Legal Assistant

April 2020 – December 2022

- Assisted with law firm management software, including Rocket Matter, Dropbox, QuickBooks, Microsoft, Relativity, Logickull, Egnyte, Pacer, and other various state and federal clerks of online court dockets
- Prepared initial drafts of legal documents and correspondence for attorney review
- Attended and assisted with multiple 2–4-week Jury trials across Florida
- Worked as a Florida Notary for the office and clients, including remote online notary
- Research and analyze legal sources, such as statutes, recorded judicial decisions, legal articles, treaties, constitutions, and legal codes to prepare legal documents, such as briefs, pleadings, appeals, etc., for use by attorneys

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
Second Degree Black Belt Tae Kwon Do Instructor

September 2018 - August 2020

- Led students through various warm-ups and training exercises
- Gained Customer service experience with people ages 4 to 80
- Managed large tournaments and events

ORGANIZATIONS

- Member of the Hillsborough County Bar Association
- Member of the Federal Bar Association
- Member of the St Petersburg Bar Association
- Member of the Clearwater Bar Association
- 1L Representative for The Federalist Society
- 1L Representative for Second Amendment Society
- 1L Representative for Student Bar Association

SKILLS

- Experience utilizing LexisNexis for researching and validating case law and statutes
- Able to expertly use Microsoft 365 Suite (Word, Excel, PowerPoint, etc.)
- Able to expertly use Adobe software (Acrobat Pro, Photoshop, and Illustrator)
- Proficient in Java, JavaScript, Python, C, Swift, and SQL/Database management
- Can work efficiently in front-end tasks with CSS/HTML as well as in back-end tasks
- Able to design and implement networks for commercial or personal use
- Experience with Linux OS, Command Line, and PowerShell scripting

CERTIFICATIONS

- Florida Notary
- Florida Remote Online Notary (RON)
- Lagree Certified Fitness Trainer
- AFAA Certified Cycle Instructor
- American Heart Association Certified Basic Life Support (CPR and AED) Provider