

DANA WHITFIELD

Paralegal

Senior paralegal with 16 years across complex commercial litigation, multidistrict product liability, and white-collar defense. Have run trial teams of paralegals and contract reviewers on cases exceeding \$300M in exposure. Trusted by partners to own discovery strategy, vendor relationships, and trial logistics from first complaint through verdict.

CONTACT INFORMATION



(612) 555-0193



dana.whitfield@email.com



linkedin.com/in/danawhitfield



Minneapolis, MN

EDUCATION

B.A. Criminal Justice
University of Wisconsin-Madison,
2008

Paralegal Certificate (ABA-
Approved)
Madison College, 2008

Relativity Certified Administrator
(RCA)
2020

NALA Advanced Certified
Paralegal (ACP)
Trial Practice, 2017

SKILLS

- E-discovery strategy and ESI protocols
- Relativity (RCA), Reveal, Everlaw
- TAR and continuous active learning workflows
- Vendor negotiation and budget management
- Trial logistics and war room setup
- Privilege log strategy
- Team supervision and training
- MDL and multi-party coordination

EXPERIENCE

SENIOR PARALEGAL, COMPLEX LITIGATION | BRENNAN HALLOWAY & STONE LLP | MINNEAPOLIS, MN | 2019-PRESENT

- Lead paralegal on a 7-defendant MDL involving 1.4M documents and 62 fact depositions
- Negotiated and managed three e-discovery vendor contracts, cutting annual hosting spend by about 22%
- Supervise four paralegals and a rotating contract review team of 8 to 14 reviewers
- Built a Relativity workflow for technical-assisted review that partners cited in two ESI protocols
- Sit on the firm's litigation technology committee and review new tools for the practice group

LITIGATION PARALEGAL | OKAFOR MCKENNA LLP | ST. PAUL, MN | 2014-2019

- Second-chaired trial logistics for an 8-week securities trial that ended in a defense verdict
- Coordinated 90+ expert and fact witness preparations across three time zones
- Owned privilege log strategy on a DOJ investigation involving 240,000 family-grouped documents
- Mentored four junior paralegals; two were promoted within 18 months
- Built playbooks for FRCP 30(b)(6) prep and trial exhibit coding still in use today

LITIGATION PARALEGAL | CRESSWELL PARK & MAHONEY | MADISON, WI | 2010-2014

- Supported pharmaceutical product liability cases including a state-court bellwether trial
- Managed document collections from 22 custodians and processed through Concordance
- Drafted deposition summaries and chronologies adopted as case-team reference materials
- Trained associates on PACER, CM/ECF, and Wisconsin Circuit Court filing

PARALEGAL | HARTFIELD COUNTY PUBLIC DEFENDER | MADISON, WI | 2008-2010

- FRCP and local rules expertise
- Westlaw Edge, Lexis+

- Supported four public defenders on felony and misdemeanor caseloads
- Conducted client interviews at the county jail and prepared mitigation packets
- Coordinated subpoenas, witness service, and discovery review for trial-ready files