

Samantha McElroy
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Education:

Bachelor of Arts, University of North Florida	2013
Master of Arts, American Military University	2022

Work Experience:

Legal Clerk, Region Legal Service Office Southeast, US Navy **5/2022 – 2/2023**

- Mailed correspondences, greet visitors, determine client eligibility, answer phones, route calls, file and maintain office calendar for an office of 1 civilian attorney, 1 civilian paralegal, 2 military attorneys and 1 military paralegal.
- Determined client eligibility for multiple legal services conducted within the office including, but not limited to, legal assistance and immigration services for servicemembers and their family members.
- Created over 200 general and special powers of attorney for eligible clients.
- Maintain tracking data on electronic systems for all actions performed for eligible clients.

Paralegal, Region Legal Service Office Southeast, US Navy **1/2020 – 5/2022**

- Develop polished legal documents, including motions and briefs, to support litigation processes and court proceedings and assist with legal research.
to include jury selection, Article 32 hearings, Article 39a hearings and military courts-martials.
- Confer with NCIS investigators, external law enforcement agencies, out of area or overseas victims, witnesses, and other involved parties to gather and track case information in a military justice database system.
- Conducted over 150 investigative interviews dealing directly with fact witnesses, expert witnesses and victims of UCMJ violations that withstand legal scrutiny in multiple jurisdictions to elicit statements, assess credibility, and analyze information to identify facts.

Work Center Supervisor, Helicopter Maritime Strike Squadron 70, US Navy **3/2018 – 1/2020**

- Supervised a team of 10 sailors in the completion of over 4,300 scheduled and unscheduled inspections as a qualified ordnance “team leader”.
- Supervised the safe loading and downloading of 5,928 assets of conventional ordnance valued at over 38 million dollars.
- Inventoried 29,000 items valued at \$547,000 resulting in a zero discrepancy 2019 Explosive Safety Inspection.

Community Outreach Coordinator, NAS North Island Chapel, US Navy **8/2016 – 3/2018**

- Coordinated 19 community relations events, allowing volunteer opportunities for sailors from various commands across Naval Base Coronado.
- Tracked volunteer hours of active-duty sailors and provided documentation and letters of appreciation for participants on behalf of the Chaplain of Naval Base Coronado.
- Served as the point of contact between the Naval Base Coronado Chapel and Silver Strand Elementary for Operation Pals.
- Managed the NAS North Island branch of the Fed Feeds Families Initiative resulting in the collection of 37,216 pounds of non-perishable food items, the largest in the Navy Southwest Region.