

DANIELLE BROWN

601-597-0678

dmb2824@gmail.com

Education

Mississippi College

Bachelor of Science – History

Bachelor of Science – Paralegal Studies

Skills

Strong organizational skills and ability to meet deadlines

Skilled in analyzing written, spoken, and visual texts

Strong written and interpersonal communication skills

Proficient in Microsoft Suites

Proficient in Google Suites

Flexible and able to adapt to change

Strong leadership skills

Reliable and discreet

Strong attention to detail

Skilled in collaboration and teamwork

Extensive history in administrative, secretarial, and office positions

Experience

Mississippi Department of Human Services

Legal Assistant III – February 2025 – Present

Church Hill Variety – Cashier

December 2023 – October 2024

Mississippi Center for Public Policy –
Executive Assistant

February 2024 – June 2024 (temp. position;
maternity cover)

The Refuge Golf – Sales Associate

January 2024 – March 2024

McRaney and McRaney, PLLC – Legal
Assistant

August 2022 – June 2023

Moreton's Flower Land – Cashier and File
Clerk

February 2022 – August 2022

“From Black” – Production Coordinator

March 2022 – April 2022

“A New Orleans Noel” – Asst. Production
Coordinator

November – December 2021

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“Every Time a Bell Rings” – Asst. Production
Coordinator

September – October 2021

“Rumble Through the Dark” – Production
Office PA

July – October 2021

Joseph Moffett, Esq. – Legal Assistant

June 2021 - August 2021 (as needed)

“Red Bird Lane” – Production Office PA

December 2020

Mississippi College Writing Center – Tutor

January 2019 – December 2022 (seasonal)

Louisiana Tech English Department –
Student Worker

August 2018 – May 2019

ServPro of Natchez – Technician

May 2017 – August 2017

Natchez Dixie Youth Baseball – Scorekeeper

March 2013 – May 2019 (seasonal)