

Kalila Hines Winters

(b)(6)

EDUCATION

Master of Arts in Government (May 2009), Regent University Virginia Beach, VA
Dual Concentration: Law & Public Policy (3.6 GPA); Political Management (3.9 GPA)
Conducted research-No Child Left Behind Program, Delaware's Public School Districts

B.S., Business Administration (May 2003) University of Delaware Newark, DE
Concentration: Management Minor: Political Science

EMPLOYMENT EXPERIENCE

OFFICE OF CONGRESSWOMAN LISA BLUNT ROCHESTER Washington, DC
Director of Operations January 2017 to Present

- Responsible for briefing the Congresswoman daily on constituent meetings, leaders of industry meetings, legislative hearings and committee hearings
- Responsible for the Congresswoman's diversity and inclusion issue areas/caucuses including LGBTQ, Human Rights, Racial Diversity, and, Equality Caucus and the Congressional Black Caucus
- Responsible for the Congresswoman's special projects including managing the Congressional Black Caucus Foundation Scholarship
- Assisted with the successful launching the Inaugural Congressional on Future of Caucus
- Responsible for managing the Congressional Black Caucus Foundation Annual Legislative Policy Conference including a policy session and stakeholder management of two signature events
- Responsible for managing the Congresswoman's schedule for all meetings and trips including internationally
- Responsible for managing the front office including staff assistant and intern program

OFFICE OF THE CITY SOLICITOR

Legislative Paralegal Wilmington, DE
May 2015 to December 2016

- Responsible for drafting resolutions and ordinances to be voted on and discussed by City Council
- Responsible for preparing the City Solicitor and Assistant City Solicitors for all legislative hearings, committee meetings and council meetings
- Responsible for maintaining the legislative library and City Code
- Responsible for legislative research to assist with complex ordinances and landmark legislation
- Responsible for drafting responses to Freedom of Information Act requests from the public
- Awarded the YMCA Black Achiever Recognition by the Office of the City Solicitor

WOMEN OF WELLNESS, LLC

Co-Owner & Social Media Director Wilmington, DE
September 2013- Present

- Health and Holistic Wellness Company which offers wellness coaching, workshops, conferences and empowerment series
- Responsible for managing strategic community partnerships with organizations like University of DE, Delaware, American University, Breast Cancer Coalition, Claymont Library, Wilmington University, Million Heats
- Responsible for execution and implementation of social media marketing plan
- Responsible for the execution of a statewide tour of half day
- Responsible for directing and creating social media content on multiple platforms

MARSHALL DENNEHEY WARNER COLEMAN & GOGGIN
Litigation Paralegal

Wilmington, DE
April 2014-May 2015

- Gathered, organized, and analyzed documents for asbestos and benzene litigation matters
- Prepared, filed, and scanned pleadings for filings with state, federal courts
- Assisted with case management and trial preparation for personal injury cases
- Supported national counsel in asbestos and benzene tort litigation
- Managed the overtime projects for junior paralegals

WILMINGTON UNIVERSITY
Adjunct Professor

Wilmington, DE
March 2014-December 2014

- Assisted students with mastery of principles, concepts and theories pertaining to Research Methods in Criminal Justice
- Planned and developed syllabi to establish guidelines, expectations, and goals for the semester
- Provided assessments for student papers, group presentations, and final examinations

DEASEY MAHONEY VALENTINI & NORTH, LTD.
Insurance Defense Litigation Paralegal

Philadelphia, PA
February 2012-March 2014

- Gathered, organized, and analyzed documents for insurance defense and employment litigation matters
- Prepared, filed, and scanned pleadings for filings with state, federal courts
- Assisted with case management and trial preparation for personal injury cases
- Supported national counsel in asbestos and benzene tort litigation

SPRINGFIELD COLLEGE
Adjunct Professor

Wilmington, DE
November 2011- September 2013

- Assisted students with mastery of principles, concepts and theories pertaining to Law and Legal Advocacy, Computer Literacy and Data Systems in Human Services
- Planned and developed syllabi to establish guidelines, expectations and goals for the semester
- Provided assessments for student papers, group presentations, and final examinations

ANAPOL SCHWARTZ WEISS COHAN FELDMAN & SMALLEY
Mass Tort Litigation Paralegal

Philadelphia, PA
August 2009-May 2011

- Gathered, organized and analyzed documents for benzene and asbestos litigations
- Prepared and filed pleadings in actions of the state and federal courts
- Managed, obtained and organized medical records and expert reports
- Utilized Westlaw and LexisNexis to assist with case law preparation
- Trained new paralegals in procedures and protocol of the firm
- Maintained and reviewed accuracy of database system by others paralegal

REGENT UNIVERSITY-Office of Advancement
Graduate Assistant for the Office of Alumni Relations

Virginia Beach, VA
November 2007-August 2009

- Responsible for providing assistance with advisement of student organizations and promoting the alumnae experience
- Successfully managed a central information database
 - Updated and populated 60 fields in the database on a daily basis to aid with donor assessment
- Provided critical support for programs assigned by department leadership including
 - A month-long giving campaign- visited 10 other campus offices in an effort to motivate giving
 - Hosted professional networking conference- 125 participants from 25 college/universities gathered

OFFICE OF US SENATOR JIM WEBB
Congressional Intern

Virginia Beach, VA
February 2009- May2009

- Responsible for assisting with constituent services and front offices inquires
- Successfully educated constituents on the proper federal agency to best alleviate their concerns
 - Logged 30 constituent concerns and opinions into Capitol Correspondence system daily
 - Fielded an average of 20 phone calls daily regarding how legislation would impact them

MARON MARVEL BRADLEY & ANDERSON, PA
Senior Paralegal

Wilmington, DE
November 2005-July 2007

- Gathered, organized, and analyzed documents for asbestos and benzene litigation matters
- Prepared, filed, and scanned pleadings for filings with state, federal courts
- Assisted with case management and trial preparation for personal injury cases
- Supported national counsel in asbestos and benzene tort litigation
- Managed the overtime projects for junior paralegals

MARKS O'NEILL, O'BRIEN & COURTNEY, PC
Senior Paralegal

Wilmington, DE
July 2002-November 2005

- Gathered, organized and analyzed documents for bankruptcy and commercial litigation matters
- Prepared, filed and scanned pleadings for filings with state, federal courts and chancery court
- Assisted with case management and trial preparation for personal injury cases
- Supported national counsel in asbestos tort litigation
- Facilitated accounts payable and accounts receivable for Delaware office
- Prepared and presented firm-wide paralegal workshop

CIVIC LEADERSHIP

Kitchen Cabinet/ Surrogate U.S. Congressional At-Large Campaign October 2015- November 2016

- Served as Co-Host of three campaign fundraisers of various sizes
- Provided campaign strategy planning including community events and exposure
- Volunteered and solicited others for phone banking, mail distribution, parades, and event set-up

President 6th District Neighborhood Planning Council August 2013 -August 2015

Deputized Voter Registrar Delaware Board of Elections June 2011 to June 2013; July 2016 to July 2018

New Castle County Campaign Coordinator Delaware State Treasurer Campaign Dec 2009- Sept 2010

- Supplied event management services for campaign fundraisers of various sizes
- Collaborated with candidate to organize networking events with potential voters
- Contributed to campaign strategy planning
- Managed phone banking

Regent Democrats and Independents Virginia Beach, VA January 2007-May 2009
Founding Member

- Responsible for following necessary protocols to establish a new student organization at Regent University.
- Successfully implemented events which increased awareness of the Democratic Party at Regent University and surrounding communities including
 - Hosting a debate of six (6) speakers including members from the opposing side for an audience of
 - Volunteering on Obama for Change Campaign-canvassed 30 homes weekly, assisted with crowd control at candidate rally and made 50 phone calls weekly.
 - Planned Women for Obama Spa Night Fundraiser- 20 women attended took in a revenue of \$1,500
 - Participated in interview by local media regarding ground-breaking student organization

COMMUNITY ENGAGEMENT LEADERSHIP

Delta Sigma Theta Sorority, Inc. (Public Service Sorority)

April 2000-Present

Initiated at University of Delaware, Mu Pi Chapter

Member of Federal City Alumnae Chapter (Washington DC) October 2020 to the present

Member of Wilmington (DE) Alumnae Chapter September 2003 to July 2018

Social Action Co-Chair (September 2010 – July 2015)

- Responsible for increasing the amount of political involvement and engagement in the minority communities of New Castle County, Delaware
 - Successfully lead committee of at most 7 members who implemented four (4) Grand-Chapter Initiatives which included
 - Hosted a Candidate Forum – Two candidates and an audience of 100 members attended
 - Get out the Vote Effort - 25 members participated along with 10 churches in encouraging the black community to vote
 - Circulating a petition against the repealing of the Public Option of the Health Care Act – got at least 150 signatures
- Hosting a forum on “Race to the Top” (President Obama’s Education initiative) and Job creation – attended by 50 people along with six (6) panelists and took in \$1,500 in revenue

National Urban League Young Professionals

November 2015-December 2016

- Advocacy Committee member- Get Out the Vote Sub-committee

Metropolitan Wilmington Urban League Young Professionals Wilmington, DE

March 2015- December 2016

Health and Quality of Life Committee

Metropolitan Wilmington Urban League Young Professionals Wilmington, DE

January 2002-July 2007

Political Participation Committee Chair/Committee member (September 2003- May 2005)

- Responsible for increasing the amount of political involvement and engagement in the minority communities of New Castle County, Delaware
- Successfully facilitated ten (10) awareness events to politically empower/educate the community which included
 - Town hall meetings- a series of three (3) meeting with audiences of 40 each
 - Hosting state-wide candidate debates- two (2) debates involving (5) candidates from both major parties
 - Host an issue forum concerning environmental issues-a concern for brown fields
- Voter Registration Taskforce Liaison (January 2004-August 2004)
 - Successfully registered 500 new voters