

BRANDIE FARMER

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SUMMARY

Detail-oriented legal professional with experience in client intake, case management, and legal research within high-volume, mission-driven environments. Skilled in LegalServer, compliance screening, and handling sensitive client matters including housing, domestic violence, and public benefits. Proven ability to manage competing priorities while maintaining accuracy, confidentiality, and client-centered service. Seeking to leverage intake and case management experience into a paralegal role supporting litigation and client advocacy.

SKILLS

- Client Intake & Case Management
- LegalServer Case Management System
- Legal Research (Westlaw, LexisNexis)
- Issue Spotting & Legal Analysis
- Compliance & Eligibility Screening
- Legal Documentation & Case Preparation
- Workflow Optimization
- Trauma-Informed Client Service

PROFESSIONAL EXPERIENCE

Intake Specialist

Land of Lincoln Legal Aid | Mar 2026 – Oct 2026

- Conduct telephonic and in-person intake interviews for low-income and elderly residents across 65 Illinois counties to identify legal needs
- Evaluate applicant financial status and case type eligibility in compliance with Legal Services Corporation (LSC) guidelines
- Analyze civil legal matters including housing/evictions, domestic violence, consumer rights, and public benefits to determine case priority
- Maintain high-volume client records in LegalServer, ensuring data integrity and audit readiness
- Coordinate referrals for ineligible applicants to external legal resources, including Illinois Legal Aid Online (ILAO) and local bar associations
- Triage urgent matters by identifying legal emergencies (e.g., active lockouts, 24-hour eviction notices) and escalating for immediate attorney review
- Process + intake applications weekly through the Legal Advice & Referral Center (LARC) hotline while maintaining quality standards
- Streamline Guided Navigation workflows to reduce caller wait times while maintaining comprehensive screening
- Deliver trauma-informed, client-centered service to vulnerable populations, including victims of crime and domestic violence
- Maintain a 96 % accuracy rate in eligibility documentation to support compliance and grant funding requirements
- Support Mobile Legal Clinics by managing on-site intake for rural and underserved communities

Security Specialist

Equifax – St. Louis, MO | Mar 2023 – Apr 2025

- Conducted daily security operations at a high-traffic facility.
- Managed CCTV systems, alarms, and perimeter controls.
- Drafted and submitted detailed incident reports and coordinated with supervisory teams. -
- Responded to security and medical emergencies; identified and reported unauthorized access.

Security Specialist

Inter-Con Security – St. Charles, MO | Aug 2023 – Mar 2024

- Conducted daily security operations at a high-traffic facility.
- Managed CCTV systems, alarms, and perimeter controls.
- Drafted and submitted detailed incident reports and coordinated with supervisory teams.
- Responded to security and medical emergencies; identified and reported unauthorized access.

Youth Services Worker

Missouri Department of Social Services (State of Missouri St. Louis, MO-Division of Youth Services | Mar 2023 – Jul 2023

- Supervised youth in a secure residential treatment environment while maintaining a safe and structured setting.
- Monitored youth behavior and documented incidents, observations, and daily activities in accordance with agency policies.
- De-escalated conflicts using crisis intervention and effective communication techniques.
- Promoted a safe, respectful, and therapeutic environment through consistent supervision and professional conduct.

Transportation Security Officer (TSO)

Transportation Security Administration (TSA), U.S. Department of Homeland Security – St. Louis, MO | Aug 2019 – Feb 2020

- Screened passengers, baggage, and personal property in accordance with Transportation Security Administration (TSA) regulations and standard operating procedures.
- Conducted identity verification and travel document inspections while ensuring compliance with federal security requirements.
- Maintained vigilance and attention to detail to ensure compliance with federal transportation security standards.

EDUCATION

Master of Arts in Legal Studies
Webster University (2025)

Bachelor of Science in Criminology & Criminal Justice
University of Missouri–St. Louis (2021)

ACTIVITIES

- Civil Liberties Legal Intake Intern- ACLU-MO, UMSL- St.Louis, (2020)
- Community Engager – Bernie Sanders Campaign (2020)
- Court Monitor – Color of Change -Volunteer (2019)
- Wesley Bell for Prosecutor Campaign (2018)
- Co-Secretary – Criminal Justice Club, STL Community College (2018)

MEMBERSHIPS

St. Louis Paralegal Association (STLPA) | Mar 2024 – Present

- Completed leadership and success training with a focus on accountability and goal setting. Committed to professional excellence and ongoing legal education through NALA-affiliated programs and local St. Louis bar networking.
- Participated in speaker events on leadership, personal, professional, and educational development

The National Society of Leadership and Success | 2019 – Present

- Member actively engaged in professional development and networking within the legal field.