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BAC-10126

Contact Information

Contact Name	Rose Dang	Home Address	[REDACTED]
Preferred Phone	[REDACTED]	Home City	[REDACTED]
Preferred Email	[REDACTED]	Home State	[REDACTED]
Other Phone		Home Zip	[REDACTED]
Other Email		County	[REDACTED]
DOB	[REDACTED]	Hispanic or Latino origin or Descent?	[REDACTED]
Gender	[REDACTED]	Race/Ethnicity	[REDACTED]
Other Gender		Other Ethnicity	
		Tribal Affiliation	
		Salutation	[REDACTED]
		Pronouns	[REDACTED]

Application

Status	In Progress	Council Resolution Number	
Notes			

Board Information

Board Name	Denver Asian American Pacific Islander Commission (DAAPIC)	Original Start Date	
		End Date	
		Other boards or commissions served	

Work Information

Employer		Work Address	
Position		Work City	
Business Phone #		Work State	
Work Email		Work Zip	

Additional Information

Work or home in Denver		Objection to appointment?	No
Are you a registered voter?		Special Information	
If so, what county?		Registered Lobbyist	No
Denver City Council District No	8	Conflict of Interest	No

Conflict of Interest
Explanation

Education and General Qualifications

Name of High School		Name of Graduate School
Location of High School		Location of Graduate School
# of Years Attended High school		# of Years Attended Graduate School
Did you Graduate High School	Yes	Did you Graduate
		Graduate Major
Name of College		
Location of College		
# of Years Attended College		
Did you Graduate College		
Undergrad Major		

Reference Details

Reference Name #1	Reference Email #1
Reference Phone #1	Reference Address #1
Reference Name #2	Reference Email #2
Reference Phone #2	Reference Address #2
Reference Name #3	Reference Email #3
Reference Phone #3	Reference Address #3

Agree to a background check

Owner



Created By Denver Integration, 6/28/2025, 7:00 PM

Last Modified By Anna Respet, 6/30/2025, 10:44 AM

Notes & Attachments

06.28.25 Rose Dang Bio.docx

Type	Attachment
Last Modified	Denver Integration
Description	View file

Rose Dang.png

Type	Attachment
Last Modified	Denver Integration
Description	View file

Rose Dang Resume.pdf

Type	Attachment
Last Modified	Denver Integration
Description	View file

Applicants History

6/30/2025, 10:44 AM

User **Anna Respet**

Action **Changed Status from New to In Progress.**

6/28/2025, 7:00 PM

User **Denver Integration**

Action **Created.**

Rose Dang

SUMMARY OF QUALIFICATIONS

Paralegal Certificate candidate with a Bachelor's of Science degree; 15 years of experience in legal practice.

- Experience with Administrative Law, Business Transactional, Criminal/Juvenile Defense, Estate Planning, Family Law, Insurance Defense – Legal / Medical Malpractice, General Liability, Plaintiff and Defense Personal Injury, Premise Liability Action, Probate, Trial Preparation, Trial, billing.

RELEVANT EXPERIENCE

Recht Kornfeld PC

Paralegal

June 2024- Present Denver, CO

- Manage high volume claims and litigation cases in Colorado and New York.
- Analyze medical records, social media captures, claim files, organize, and categorize evidence.
- Draft Affidavits, medical and case chronologies, deposition summaries, pleadings, disclosures, discovery requests and responses, Board Responses, evaluation claims, subpoenas, and correspondence.
- Assist with motions, exhibit preparation, deposition preparation, and trial preparation.
- Strong written, verbal, and interpersonal communication skills.

Messner Reeves, LLP

Paralegal

July 2021 – May 2024 Denver, CO

- Communicate with insurance adjusters, opposing counsel, and experts regarding case status, case materials, and litigation deadlines.
- Meticulous attention to detail, ability to manage duties independently, and multi-task simultaneously.
- Train and mentor Legal Assistants with Court rules, regulations, and case duties.
- Investigate opposing experts and their credentials.
- Ability to integrate into a fast-paced environment.

Larson Larimer Schneider, PC

Paralegal

July 2019 – July 2021, Denver, CO

- Managed 100+ pre-litigation and litigation cases.
- Handled daily communication with clients regarding status of their cases, medical providers, and insurance adjuster regarding status of the claims.
- Drafted settlement demand letters, prepared exhibits, pleadings, Complaints, Proposed Case Management Orders, detailed damages spreadsheets, client engagement letter, fee agreement, letters of representation.

Gray Law, LLC

Paralegal / Office Manager

May 2018 – July 2019, Denver, CO

- Assisted with launch, oversight, and operation by developing and implementing new procedures, forms, and templates. Right hand to the attorney and assist with all aspects of the case from pre-litigation to litigation.
- Round tabled case issues with attorney and helped develop strategy.
- Attended client meetings and court appearances / hearings, take notes on attorney's behalf.
- Conducted legal research, analyze issues, and draft research memos.
- Worked with clients to determine all medical providers, drafted letters requesting billing and medical records, employment records, education records, phone calls with clients throughout the case and discuss treatment status.
- Organized, reviewed, analyzed documents for production, redact billing and medical records based on privileged communications.
- Communicated with Subrogation Departments and confirm final lien amounts in preparation for attorney negotiation.
- Handled pre-claim investigation, interviewed witnesses and drafted witness statements, analyzed Traffic Accident Reports, phone calls with potential clients and performed initial case assessment.
- Day to day office administration including: answering phones, responding to emails, maintaining calendars and litigation deadlines, prioritizing case load, and administering the comprehensive client

Miller Family Law, LLC**Contract Paralegal**

September 2018 – February 2019, Denver, CO

- Drafted Motion to Restrict Parenting Time, Motion in *Limine*, Motion to Dismiss, Motion for Full Day Hearing, Subpoena to Appear / Produce, Stipulations, Attorney Fee Affidavit, Verified Entry of Judgment, Petition for Dissolution of Marriage, Summons, Case Information Form, Maintenance Worksheets, Affidavit for Decree Without Appearance of Parties, Correspondence to client and pro se parties regarding insufficient C.R.C.P. Rule 16.2 disclosures and routine correspondence.
- Phone calls with clients and requested information and conducted legal research for Responsive pleadings, phone calls with the Court and opposing parties / counsel regarding scheduling hearings and case issues.
- Reviewed discovery responses, body cam footage from the Police Department, prepared and compiled evidence for pleadings and preparation for Court hearings / mediations.

Opfer | Campbell P.C.**Paralegal Internship**

February 2018 – May 2018, Parker, CO

- Prepared, revised, and finalized estate plan portfolios for clients.
- Performed funding tasks associated with implementation of client estate plans.
- Prepared and address revisions to transactional business documents (e.g. corporate formation documents; contractor agreements).
- Drafted pleadings and/or inventory and accounting instruments for estate administration, discovery requests and responses for contested probate cases.

McElroy Deutsch Mulvaney & Carpenter, LLC**Legal Assistant / Paralegal**

July 2015 – May 2018, Greenwood Village, CO

- Drafted Initial C.R.C.P 26(a)(1) Disclosures, Requests for Interrogatories and Request for Production of Documents, Motions, Proposed Orders, Notice of Hearings, Status Conferences, Depositions, Trials, Subpoenas, Bill of Costs, Trial Exhibit and Witness Lists.
- Drafted HIPPA / Authorizations to Release Medical Information, draft records requests, review medical records, medical/evidence chronologies, memorandums.
- Drafted correspondence to Department of Regulatory Agencies, Disciplinary Boards, and experts regarding case materials to review.
- Attended client and vendor meetings in preparation for litigation.
- Supervised and trained intern and Legal Secretary regarding legal and office procedures and delegate work.
- Maintained litigation calendar, including court hearing dates and filing deadlines for both state and federal court. Scheduled court conferences, hearings, and depositions.
- Meticulous attention to detail to high volume cases and time intensive projects.
- Labeled, indexed, managed evidence, analyzed and prepared original patient charts / client files to produce.
- Provided information requested to insurance adjuster's / claim specialists.

Smith & Cook, LLC**Legal Assistant / Paralegal**

August 2011- July 2015, Littleton, CO

- Ran client meetings to discuss and review Sworn Financial Statement and Certificate of Compliance for Rule 16.2 disclosures.
- Drafted Stipulated Case Management Order, Petition for Allocation of Parental Responsibilities, Child Support worksheets, discovery requests, Trial Management Certificate, Parenting Plan, Settlement Agreement, Decree for Dissolution of Marriage, Support Order, Income Assignments, Motion for Contempt Citation, and routine correspondence.
- Drafted quitclaim deeds, research descriptions, ownership title, on the County Assessor's website.
- Experience with accounting, handling payables/receivables, billing, Office Manager duties.
- Liaison between attorneys and clients, work closely with clients, ensured open lines of communication and satisfaction of deadlines through execution of dated correspondence.
- Ordered discovery for criminal cases. Case preparation for discovery, mediation, Court hearings.

Robinson & Henry, P.C.**Paralegal***September 2009 – July 2011, Castle Rock*

- Drafted simple wills of Estate Planning, power of attorneys, and living wills.
- Drafted pleadings and other documents including C.R.C.P. Rule 16.2 disclosures, Sworn Financial Statement, Child Support Worksheets, discovery, Trial Management Certificates, and routine correspondence.
- Coordinated multifaceted office functions encompassing court calendar management.
- Analyzed and organized information, assisted with preparing legal arguments, drafted pleadings and motions to be filed with the court.
- Liaison between attorneys and clients with the ability to assume diverse and complex caseload. Followed up with clients to identify case related conflicts and find solutions
- Prepared for client meetings, including document productions, hearings, and trials.
- Prepared summaries of documents and records and organize evidence exhibits for trial to be accurately interpreted by a witness during their testimony.
- Maintained case management files and anticipate attorneys' needs by reviewing case status while prioritizing Court deadlines.

EDUCATION:**Arapahoe Community College, Littleton, Colorado; Spring 2018**

- Certificate of Paralegal Studies, 3.91 GPA
- Completed Coursework: Intro to the Law, Computers and the Law, Legal Analysis, Contracts, Torts, Property Law, Administrative Law, Ethics, Civil Litigation, Legal Research, E-Discovery, Cooperative Education

University of Colorado, Boulder, Leeds School of Business; Fall 2010

- Bachelor of Science Business, Emphasis in Marketing

SKILLS/TRAININGS/ASSOCIATIONS:

- **Computer Skills:** Clio, iManage, MyCase, ProLaw, Relativity, SharePoint, Worldox, Microsoft Office, Lexis Nexis.
- Colorado Courts E- Filing System (CCEF), PACER, Case Maker.
- Proficient in Spanish and Vietnamese.
- 2025 Graduate of Colorado Dragon Boat's Emerging Leaders Program
- Asian Pacific American Bar Association member, Colorado Women's Bar Association member, Treasurer for the Asian American Pacific Islander Caucus

I am a native to Colorado. I am the proud daughter to immigrant parents who fled the Vietnam War who sacrificed everything for the unknown and a better future for my siblings and myself. My parents are my heroes and I live and breathe for them. I am a Litigation Paralegal and defend medical and legal malpractice.

My purpose is that I can connect and relate to others and make them feel seen and instill hope when they need it the most. I can help others find their way back to themselves on their journey of happiness.

My why is to make sure others do not give up, to guide them to tap into their potential, inspire them to make their dreams come true, and for them to know they have the power to change the trajectory of their lives.

My brand is being authentically and unapologetically me.

