

Amber M. McLamb

Founder | McLamb Consulting & Support

Jesup, Georgia • (912) 559-1230 • amber@mclambconsulting.com • www.mclambconsulting.com

(Remote-based – Serving clients virtually and through community partnerships)

Professional Summary

Seasoned legal and administrative professional with 15+ years of experience spanning military justice, family law, and contract management. Former U.S. Army Senior Paralegal (SFC/E-7) recognized for leadership, confidentiality, and expertise in complex case management. Founder of **McLamb Consulting & Support**, providing accessible document preparation, resume consulting, and business support to veterans, seniors, and community members. Holds advanced graduate training in traumatology and forensic psychology, blending legal precision with trauma-informed care to deliver organized, empathetic, and efficient solutions.

Core Competencies

- Document Drafting & Preparation (non-attorney; Georgia simple forms)
 - Legal Research & Case File Management
 - Resume & Career Development Consulting
 - Contract Coordination & Compliance Tracking
 - Client Intake, Communication, & Workflow Design
 - Policy, Records, & Administrative Operations
 - Microsoft 365 · Google Workspace · Adobe Express · Wix · GoDaddy · Canva
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Professional Experience

Confidential Employer — *Contract Coordinator*

Remote | Nov 2024 – Present

- Manage confidential settlement and compliance processes with attention to detail and discretion.
 - Coordinate document review, record maintenance, and renewal tracking to ensure compliance with policy and legal standards.
 - Partner with internal stakeholders to streamline the contract lifecycle and improve accuracy in approvals.
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I A.M. Paralegal Services, LLC dba McLamb Consulting & Support — *Founder & Owner*

Jesup, GA | Jul 2023 – Present

- Provide remote paralegal, document preparation, and administrative support to individuals, attorneys, and small businesses.
- Develop and implement standardized templates, client intake systems, and clear documentation workflows.

Disclaimer

McLamb Consulting & Support provides non-attorney document preparation and administrative services. Services do not constitute legal advice or legal representation.

- Offer resume strategy and job readiness support; organized *Community Resume Review Day* events serving 50+ participants.
 - Expand business reach through professional branding, digital marketing, and community partnerships.
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Wayne County Magistrate Court — *Deputy Clerk / Deputy Magistrate (Interim)*

Jesup, GA | Jul 2024 – Oct 2024

- Processed warrants, civil claims, and small court filings in accordance with Georgia procedures.
 - Supported the Magistrate Judge with docket scheduling, courtroom management, and case preparation.
 - Ensured data integrity and professionalism in all public interactions.
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ASK LLP — *Complex Litigation Paralegal (Contract)*

Remote | Jan 2024 – May 2024

- Reviewed 190+ sensitive survivor interview transcripts under strict confidentiality.
 - Prepared detailed narrative summaries for litigation teams and coordinated secure digital files.
 - Utilized Fireflies, DropBox, and NEOTA platforms to manage electronic case data efficiently.
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Balbo & Gregg Attorneys at Law, P.C. — *Paralegal*

Hinesville, GA | Oct 2021 – Jul 2023

- Drafted petitions, orders, and decrees in family law and military retirement division matters.
 - Conducted research, discovery, and witness coordination in litigation and mediation.
 - Maintained Clio and Microsoft Office case systems; provided direct client and court liaison support.
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Intercept Security — *Security Officer*

Bluffton, SC | Jun 2020 – Oct 2021

- Patrolled client sites and monitored access control to maintain safe environments.
 - Responded to incidents professionally, reducing vandalism and theft through proactive communication and reporting.
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The Manely Firm, P.C. — *Senior Paralegal*

Savannah, GA | Nov 2019 – Dec 2019

- Supported family law attorneys in divorce, custody, and support matters.
- Drafted pleadings, discovery responses, and trial exhibits; coordinated client communication.

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United States Army — Judge Advocate General's Corps — *Senior Paralegal (SFC/E-7)*

Various Locations | Feb 2008 – Oct 2019

- Directed legal operations for commanders and prosecutors in criminal, administrative, and operational law.
- Managed over 1,000 trial records and safeguarded 200+ classified exhibits in high-profile cases.
- Trained and mentored paralegals, victim advocates, and law enforcement on sensitive case handling.
- Developed SOPs that improved workflow efficiency and standardized training across units.

Education

Ed.D., (ABD) – Community Care & Counseling: Traumatology, Liberty University (2024)

M.S. – Criminal Justice: Forensic Psychology Liberty University (2020, Honors)

Certificate, Paralegal Studies – Liberty University (2019)

B.S., Criminal Justice – University of Management and Technology (2016)

A.A., General Studies – University of Management and Technology (2013)

Professional Memberships & Training

- National Association of Legal Assistants (NALA) – Member
- Former Georgia Notary Public
- Ongoing training in trauma-informed care, veteran advocacy, and community leadership

Community & Outreach

- Founder, *Community Resume Review Project* – offering free resume services to job seekers and veterans.
- Regular collaborator with libraries, nonprofits, and local organizations to expand access to career resources.

Publications

- *Shining Through: A Journey of Love and Resilience* (Memoir)
- *Salt & Stardust* (Poetry Collection)
- *Wild Grace* (Poetry Collection)

Professional Philosophy

“Clarity and compassion create confidence. My mission is to help clients move forward with accuracy, understanding, and purpose.”

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