

DAWN ROYAL

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EDUCATION

CASPER COMMUNITY COLLEGE

Legal Assistant/Paralegal

Pre-Nursing

Casper, WY

2000 – 2001

1987 - 1989

EXPERIENCE

STATE OF WYOMING DEPARTMENT OF FAMILY SERVICES

Greybull, WY

Senior Eligibility Integrity Investigator

February 2021 – Current

- Develop efficiency solutions
- Maintain investigation caseload which involves advanced investigation, documentation and collection of evidence
- Supervise Investigation work product including investigative reports and case plans
- Conduct training for Eligibility Integrity staff and participate in staff development
- Assist Eligibility Integrity Manager in preparing federally mandated reports
- Prepare and submit detailed application for FNS Fraud Framework Grant opportunity
- Draft Eligibility Integrity Program Rules

Eligibility Integrity Investigator

July 2008 – January 2021

- Conduct extensive investigations of public assistance fraud complaints resulting in felony convictions and court ordered restitution
- Collect overpaid benefits
- Interview and interrogate suspects and interview witnesses
- Prepare detailed and accurate reports for referral to state and federal prosecutors
- Testify as a fact and/or expert witness at hearings and trials throughout Wyoming
- Represent the Department of Family Services in administrative disqualification hearings

UNITED STATES ATTORNEY'S OFFICE-DISTRICT OF WYOMING

Casper, WY

Legal Assistant

September 2007 – July 2008

- Support four Assistant United States Attorneys in the Criminal Division
- Draft legal documents and correspondence for attorney review
- Prepare and submit indictment packages to office management
- Manage various confidential records, exhibits, and documents throughout legal proceedings
- Received top secret security clearance

PHILLIP T. WILLOUGHBY, Attorney at Law

Casper, WY

Paralegal and Office Manager

November 2002 – September 2007

- Assisted attorney in civil and bankruptcy litigation from initial client contact, discovery, and settlement or trial
- Managed the day-to-day office operations supervising two additional paralegals and one office support assistant
- Interviewed clients to obtain information and enhance relationships
- Prepared bankruptcy debtor petitions and schedules
- Maintained attorney, court, and office calendars tracking deadlines and improving office efficiency
- Prepared monthly billing, payroll, and account reconciliation

BROWN, DREW & MASSEY, LLP

Casper, WY

Paralegal

June 2000 – October 2002

- Assisted attorney in all stages of civil litigation, focused in insurance defense
- Drafted, indexed, and summarized discovery documents and responses
- Conducted investigations, witness interviews, and prepared case reports
- Assisted in preparing clients and witnesses for depositions and trial testimony
- Drafted motions, documents for trademark registrations, adoptions, and documents for various types of trusts

PROFESSIONAL ASSOCIATIONS

United Council on Welfare Fraud

President

September 2020 – 2022

- Lead UCOWF's efforts to create national recognition as subject matter experts in the field of welfare fraud investigation

President-Elect

September 2019 – September 2020

- Represent UCOWF as liaison between Congressional members and USDA/FNS program integrity staff

Vice President

September 2018 – September 2019

- Created the organizations first Financial Policies and Procedures manual to conform fiscal responsibilities to accepted accounting principles; obtained unanimous approval for the manual from the Board of Directors

Treasurer

September 2015 – September 2018

- Managed financial affairs of the Council

Regional Director

September 2009 – September 2015

- Generally govern the affairs of the Council

ADDITIONAL INFORMATION

- ***Certified Welfare Fraud Investigator*** - There are less than 200 Certified Welfare Fraud Investigators nationwide; CWFI Certification a statement of expertise requiring extensive training & education.
 - ***Leadership Wyoming*** – Member of the Leadership Wyoming Class of 2021 – “Leadership Wyoming is a leadership and professional development program designed to connect and inspire Wyoming’s leaders.”
 - ***Wyoming Women’s Foundation*** – Advisory Board Member – “The mission of the Wyoming Women’s Foundation is to invest in the economic self-sufficiency of women and opportunities for girls in Wyoming.”
 - ***Brio Collective*** – Member of the inaugural class – “The Brio Collective is a curated speaker and workshop series offered by Leadership Wyoming.”
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