

CATHERINE C. HOWARD

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PROFESSIONAL PROFILE

Detail-oriented legal support and human resources professional with 15+ years of experience in HR compliance, document management, policy development, legal research, case management, and administrative operations. Brings experience supporting attorneys in trucking and transportation defense, managing business operations and finances, advising managers on employment matters, and overseeing personnel operations for organizations serving more than 3,000 employees.

AREAS OF EXPERTISE

Legal Research & Analysis • Case & Document Management • Discovery Coordination • Trial Preparation • HR Compliance • Policy Development • Employee Relations • Financial Planning & Budgeting • Client Communication • Confidentiality & Ethics

PROFESSIONAL EXPERIENCE

Clement Rivers, LLP

Project Assistant, Trucking and Transportation | 2025–2026

- Provide comprehensive support to attorneys and paralegals in the trucking and transportation practice of a defense law firm.
- Organize, maintain, and index case files, exhibits, and discovery materials; assist with document productions and review incoming documents.
- Assist with research, correspondence, case documents, and logistics for depositions, hearings, and trial preparation.
- Provide client communication, file management, and administrative support to maintain efficient case workflow.

Best Medicine Brigade

Operating/Financial Officer | 2023–2025

- Oversaw financial operations, including financial planning, budgeting, forecasting, risk management, and strategic decision-making.
- Managed accounting, tax, and treasury functions, including QuickBooks account maintenance and quarterly reconciliations.
- Ensured compliance with financial regulations and reporting requirements.

Tradebank of Charleston

Business Owner | 2020–2023

- Oversaw company operations, financial management, strategic planning, marketing, customer relations, employee supervision, and compliance with South Carolina and federal laws and regulations.
- Developed and implemented strategic business plans resulting in 30% revenue growth over three years.
- Managed daily operations and maintained a 99% customer retention rate.

Palmetto Goodwill

HR Generalist III | 2019–2020

- Managed recruitment, employee relations, compensation, benefits, training, diversity, labor-law compliance, and HR records.
- Advised managers on legal guidelines for hiring, managing, disciplining, and evaluating employee performance.
- Ensured compliance with HR policies, procedures, and applicable legal regulations.

United States Army — Retired

Senior Human Resources Manager / Human Resources Manager | 2008–2015

- Oversaw personnel operations and readiness, employee lifecycle management, promotions, benefits, awards, and evaluations for more than 3,000 employees.
- Handled sensitive and confidential documents and information; supervised managers, supervisors, and section leaders.

- Formulated policy and managed personnel and administrative systems, developing refinements to meet organizational requirements.
- Advised senior managers on complex and sensitive HR issues and integrated HR actions into management strategies.
- Maintained HR documents, handbooks, directories, evaluation forms, and standard operating procedures.

Time Off for Childcare | 2015–2019

Four-year career hiatus following military retirement to focus on raising two young children; developed and strengthened time management, multitasking, and nurturing skills.

EDUCATION

- Associate's Degree, Paralegal Studies — Trident Technical College, Charleston, SC
- Master of Business Administration (MBA) — Louisiana State University, Shreveport, LA
- Bachelor of Science in Accounting — Virginia State University, Petersburg, VA

CERTIFICATIONS & TRAINING

- Charleston Association of Legal Assistants
- Notary Public
- Command and General Staff College

PROFESSIONAL & ACADEMIC INTERESTS

Human resources administration and compliance; employment law; legal research and case support; organizational policy and administration; accounting and financial management; leadership and business management.