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**Services**

Litigation and Dispute Resolution

**Industries**

Higher Education

**Education**

Western Michigan University,  
B.B.A. 1990



**Dawn M. Kraft**

Senior Paralegal

Dawn Kraft has been a litigation paralegal for more than 20 years and has substantial trial, arbitration, deposition and case management experience.

She is skilled at managing cases with varying needs, including fact analysis, discovery tracking, preparation of pleadings and forms, computation of judgment interest and document database administration. She has managed and organized multi-million dollar, document-intensive construction cases using her proficiency with computerized litigation support systems, such as Excel, Relativity, and Summation. She has assisted lawyers in every aspect of commercial landlord-tenant matters, from filing and service to eviction, including providing reports to clients.

Dawn also has an extensive background in human resources administration and office management.