



Nicki A. Willis

PARALEGAL

Nicki is a paralegal in the Vorys Columbus office. She works with various Fortune 100 and 200 companies supporting their litigation and compliance needs, including Medicare reporting, litigation analysis and reporting, and financial-related reporting. She uses a wide variety of commercially available and custom databases and programs in accomplishing this. Nicki also coordinates and manages all administrative aspects of the firm's Audit Committee responding to ongoing client-related audit inquiry requests.

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Education

Tiffin University, B.S., *summa cum laude*, 2014

Columbus State Community College, A.A.S. (Paralegal Studies), *cum laude*, 2012

Washington Business School, Legal Secretary Certificate, 1992

Special Skills:

- Access
- AIA Contract Documents
- Data Management
- ExamWorks ECS Compliance Solutions
- Excel
- LexisNexis
- PowerPoint
- Thomson Reuters Legal Tracker