



MILTON HOOPER

Senior eDiscovery Analyst



iDiscovery Solutions, Inc.
3000 K Street NW, Suite 425
Washington, DC 20007

+1.615.788.0776

mhooper@idsinc.com

 Profile on LinkedIn

 @iDiscoveryInc

Milton is a Senior eDiscovery Analyst at iDS, bringing extensive expertise in information technology, litigation support, and eDiscovery. He specializes in efficiently processing and hosting eDiscovery data using industry-leading tools like IPRO, Relativity, and ReadySuite. With experience dating back to the 1990s, Milton's career includes significant roles at the United States Attorneys' Office, demonstrating his commitment to excellence across both legal and technology fields. His time as an eDiscovery Specialist at TCDI further refined his skills and broadened his expertise.

Milton's background illustrates an impressive combination of discipline and ambition. This is evident from his former eight-year service in the United States Air Force and his success as a self-published writer of five novels. This diverse experience has sharpened his ability to approach challenges with precision and creativity, making him an instrumental asset as a Discovery Analyst.

In addition to his professional accomplishments, Milton has a passion for writing. This is evident in his engaging blogs, where he actively connects with his audience. His innovative approach and adeptness at articulating complex ideas enable him to effectively communicate technical concepts to clients and colleagues alike.

Dedicated to delivering exceptional results, Milton embraces the philosophy of "Do what's expected – and more!" He finds fulfillment in the collaborative and supportive atmosphere at iDS, recognizing the value of collective knowledge-sharing in the ever-evolving world of eDiscovery. Milton's dedication to exceeding expectations ensures that he consistently contributes to the success of both his team and the clients he serves.



EXPERIENCE

- Technology Concepts & Designs, Inc., Greensboro, NC (Remote); eDiscovery Specialist; May 2021 - June 2023
- United States Attorneys' Office, Nashville, TN; Information Technology/Litigation; Technology Specialist; June 2014 - April 2021
- United States Attorneys' Office, Tampa, FL; Legal Administration Specialist; August 2012 - June 2014
- United States Attorneys' Office, Macon, GA; Litigation Support Specialist; August 1996 - August 2012

MILITARY EXPERIENCE

- UNITED STATES AIR FORCE — Active Duty; Administrative Support Specialist; June 1982 - December 1991
- Attended Georgia Military College

TECHNICAL SKILLS

- Litigation technology professional specializing in electronic discovery
- Experienced with processing and loading electronic data using litigation technology software and third-party applications.
- Relativity
- iPRO
- iCONNECT
- NUIX
- Concordance
- LAW PreDiscovery
- CaseMap
- TimeMap
- SharePoint
- TrialDirector
- Camtasia Studio
- Microsoft Office (Word, Excel, PowerPoint and Publisher)
- SmartDraw



CERTIFICATIONS

- iCONNECT Administrator (2021)
- LAW PreDiscovery Certification (May 2012)
- Hot Docs Certification (August 2012)
- Electronic Discovery Coordinator (August 2011)

PRESENTATIONS

- Primer for Tier II eDiscovery Technical Support Specialist (August 2010)
- Guest Instructor at Mercer Law School for Courtroom Presentation Technology
- Southeast Regional Working Group Leader (2003-2004)
- Contributing writer for Law Office Computing and Legal Assistant Today magazines (1996-2008)

