

## PARALEGAL Summary

Licensed Paralegal demonstrating confidence and tenacity in project analysis, as well as sound business judgment.

### Highlights

- Working knowledge of all aspects of the discovery process
- Demonstrated ability to conduct legal research using Westlaw
- Highly skilled at organizing and presenting information objectively
- Hands-on experience with PracticeMaster and Tabs3 legal
- Proficient in managing clerical duties pertinent to a law office

### Experience

#### Paralegal

January 2013 Company Name i¼ State

- General Litigation, Commercial Litigation, Bankruptcy, Estate Planning, Worker's Compensation Researching legal issues on West Law; Digesting various legal documents and providing fact summary reports to attorney; Drafting issues via inter-office memorandums; Managing attorney's schedule by logging important dates and tasks on the company network; Reviewing and Analyzing attorney's work for grammar error; Drafting cover letters; Preparing motion packets; Corresponding with opposing counsel and Courthouse administration; Advising clients of changes in the status of their case; Scheduling depositions; Managing client files on company network through Company's practice management system, Practice Master; E-filing time-sensitive legal documents with various Courts; Preparing Pleadings Binders and Trial Exhibits for Court; Ardex Laboratories, 2050 Byberry Road.

#### Receptionist

January 2009 to January 2013 Company Name i¼ City , State

- Provided quality customer service to guests upon entering lobby; Answered high volumes of calls on a multi-line phone system, and dispatched them according to priority; Organized and managed company data in Excel spreadsheets; Reviewed and separated paperwork submitted by each salesman daily; Reviewed invoice information entered into MAS200; Generated weekly sales reports for each salesman; Advised inquiring customers of product order shipment and status changes; Managed hard copy files; faxed/emailed invoices and all other requested documents; Separated and dispersed mail to the addressed department; Maintained spreadsheets of all customer payments reported by salesmen according to business region; Applied all payments (checks, cash, and credit cards) to customer accounts according to salesman, location, and remittance advice; Processed all credit card transactions over company's terminal Deposited checks directly into company account using a PNC Pinnacle desktop scanner; Reviewed customer accounts for open invoices with a ninety day outstanding balance, and was entrusted to devise payment arrangements on a case-by-case basis to avoid excessive late fees and penalties; Tracked salesman's expenses; Composed inter-office memorandums and account memorandums; Over the course of my final two weeks at Ardex Laboratories I trained two new hires in two positions (accounts receivables department and receptionist).

#### Administrative Assistant

January 2007 to January 2009

- Provided quality customer service to people with diverse backgrounds; Answered phones on a multi-line system and dispatched them accordingly to priority; Scheduled and organized business/staff meetings and scheduled and organized appointments with clients; Drafted and typed proposals/invoices and other related documents on company letterhead; Made cold calls to customers that were due for maintenance; Faxed invoices; Entrusted to make managerial decisions to satisfy both the customer and the company's best interests; Maintained records for accounts receivable and accounts payable transactions; Responsible for all administrative duties as related to the Construction field such as filing customer orders, composing business letters, responding to legal matters, managing business accounts and being consulted for advertising ideas;.

#### Customer Service Representative

January 2005 to January 2007 Company Name

- Provided high quality customer service to Pilots and Business Aviation Companies; Communicated with pilots via radio to prepare lineman for estimated arrival and departure times; Provided and reviewed all catering and other accommodations for Pilots and Flight Attendants to ensure a comfortable flight; Scheduled hotel reservations and car rentals for Pilots and Crew; Permitted to use company vehicle; Scheduled aircraft preparation for departing flights; Input data and ticket information into POS system; All aspects of Administrative work such as typing, filing, answering phones and record keeping; Recognized for Customer Service Excellence at Atlantic Aviation.

### Education

A.S : Paralegal Studies , 2012 Manor College Paralegal Studies

American Bar Association approved institution Paralegal Certificate : 2012 Manor College American Bar Association approved institution

High School Diploma : 2004 Nazareth Academy High School Middle States Association of Secondary Schools

### Skills

accounts payable, accounts receivable, accounts receivables, Administrative, advertising, attorney, balance, credit, client, clients, Customer Service, Drafting, filing, Law, Legal, letters, Litigation, managerial, Managing meetings, Access, Excel spreadsheets, Excel, mail, Microsoft Office Suite, office, PowerPoint, Word, network, Paralegal, phone system, POS, proposals, quality, radio, receptionist, record keeping, Researching sales, scanner, Scheduling, spreadsheets, phones, answering phones, typing, Westlaw