



Rebecca K. Saxton

Professional Experience

January 2018–December 2020

Legal Assistant • City of Mount Vernon, Ohio

Reviewed and prepared cases for the City Law Director and Assistant City Law Director involving criminal and municipal law. Interpreted police report narratives and requested discovery from all parties, including government and quasi-government agencies. Coordinated schedules with opposing counsel. Served as liaison between the city prosecutor's office and its municipal court. Interacted with victims and the public at large.

June 2015–December 2017

Estate Planner • Cooper, Adel, & Associates • Centerburg, Ohio

Managed the estate creation process from beginning to end. Wrote wills, worked directly with clients on estate interests, facilitated the funding of Trust IOLTA accounts, and ensured proper filing of trust titles.

Education

Mount Vernon Nazarene University, Mount Vernon, Ohio | 2015

- Bachelor of Business Administration
- Majored in Human Resources/Marketing
- Graduated Magna Cum Laude

Central Ohio Technical College | 2012

- Associate of Applied Science
- Majored in Business Management Technology
- Completed Internship at Knox County Chamber of Commerce



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