

Joelyn Benito

Las Vegas, NV
family@null.net
7025397424

Work Experience

Document Processing Specialist

ViaTRON Systems, Inc. - Las Vegas, NV
October 2020 to Present

Remove files from boxes; Remove staple wires, clips, etc. to prepare documents for scanning. Scan documents into Alaris. Index required fields. Review and revise scanned work for quality.

Bakery Clerk

Albertsons Companies - Henderson, NV
April 2018 to September 2020

Prepared, packaged and labeled baked goods; Monitored products dates, ensured product quality, and stocked tables, cases and displays; Assisted customers with special orders and product selection; Provided customers with exceptional fast and friendly service; Ensured compliance with all food safety and sanitation requirements; Cleaned and sanitized food preparation areas, tools, and equipment.

Customer Service Associate

Speedee Mart - Henderson, NV
October 2016 to February 2017

Provided customer service by greeting and assisting customers; Maintained inventory by stocking and front facing shelves, coolers and hot food area, and prepared hot food; Performed maintenance on drink machines; Operated cash register and slot machine computer.

Temporary Legal Secretary/Administrative Assistant

Exclusively Legal - Las Vegas, NV
January 2013 to July 2013

Welcomed guests/clients in person or on the telephone; answered/directed inquiries; Prepared various documents by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics; Maintained case files; Researched, reviewed, verified, and routed correspondence, reports and legal documents; Organized client conferences, and attorney meetings; scheduled couriers, court reporters, expert witnesses, and other special functions; Maintained attorney calendar by planning and scheduling conferences, teleconferences, dispositions, and travel, recorded and monitoring court appearance dates, pleadings, and filing requirements; monitoring evidence-gathering; anticipating changes in litigation or transaction preparation requirements; Maintained client confidence by keeping client/attorney information confidential.

Temporary Paralegal

Farmers Insurance Group - Las Vegas, NV
March 2012 to June 2012

Please refer to Legal Secretary duties previously provided. Additional duties included the following: Prepared, modified, filed and reviewed legal pleadings; Ordered, reviewed and summarized medical records, police and investigative reports; Trial preparation.

Paralegal

Ranalli & Zaniel - Henderson, NV

May 2011 to January 2012

Please refer to previous Paralegal job description.

Temporary Paralegal

Farmers Insurance Group - Las Vegas, NV

February 2011 to May 2011

Please refer to previous Paralegal job description.

Education

High school diploma in Business Administration

DeVry University - Chicago, IL

August 2001 to November 2001

Some college completed in General Studies

Napa Valley College - Napa, CA

September 1994 to June 1997

High school diploma in Gender Studies

Hogan Sr. High School - Vallejo, CA

September 1993 to June 1994

Skills

- Administrative assistant (10+ years)
- Administrative support (10+ years)
- Legal assistant (10+ years)
- Legal secretary (10+ years)
- Organizational skills (10+ years)
- Receptionist (10+ years)
- Secretary (10+ years)
- Paralegal (10+ years)
- Litigation (10+ years)
- Quicken (5 years)
- Scheduling (10+ years)
- Managerial (3 years)
- Front Desk (10+ years)
- Administrative Experience (10+ years)