Amanda M. Marcus

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**Professional Experience**

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| ***OGLETREE DEAKINS*-** La Jolla, California (1/22/18-Present)  *Receptionist/File Clerk*   * Open and close front office * Welcome Visitors * Answer phones and direct phone traffic * Organize and put away kitchen and office supplies * Log & deliver packages to recipients * Check mail and distribute to corresponding practice assistances * Validate parking * Calendar conference rooms * Prepare conference rooms for meetings, depositions, presentations etc. * Create and organize files, court document indexing, maintain active legal case files by filing daily correspondence, attorney notes, legal research, and index pleadings * Preparing materials for off-site storage, and other related tasks * Draft memos and letters * Transfer files to new counsel * Scanning, coping and faxing duties * Input invoices into Chrome River * Complete special projects as needed   ***HUNTER VALLEY RIDING ACADEMY***– Lakeside, California (01/13/2017-1/19/2018)  *Horse Groom*   * Feed preparation and distribution * Cleaning and refilling water containers * Grooming and bathing of horses * Turn out, lunge and exercise horses * Cleaning tack * Bandaging legs * Tack up horses for trainers and riders * Administer first aid for cuts and scrapes * Hold horses for treatment by farrier and veterinarian * Assist in shipping horses to and from farms and shows * Help clients with getting horse(s) ready for lessons * Help trainers prepare farm for activities such as shows * Keep inventory of tack, feed and supplements * Complete any other duties assigned by trainers   ***KEITH MEEKER LAW OFFICE -***  La Mesa, California (02/23/2016-01/13/2017)  *Assistant Clerk*  • Record keeping, organized and filed client documents, file maintenance  • Prepared documents to be recorded with county clerk's office  • Prepared documents for filing with the court  • Prepared letters and documents for clients  • Drafted memos  • Receptionist  • Scanned, copied and faxing duties  • Entered daily attorney time and costs  ***BOSS LAW FIRM* -** San Diego, California (06/01/2007-08/14/2015)  *File Manager, Receptionist and Information Technology Support*  **File Manager**:  Achievements: Created firm-wide central filing system, and improved efficiency  • Maintained firm-wide central filing system  • Created and maintained active legal case files by filing daily correspondence, attorney notes, legal research, and index pleadings.  • Sorted and distributed mail to different departments  • Made copies, faxed, and printed important documents  • Eliminated outdated or unnecessary materials, destroying them or transferring them to inactive storage according to file maintenance guidelines and/or legal requirements.  • Maintained and secured administrative records in accordance with the firm's established policies and procedures.  • Worked with all members of firm to provide records management services, including creating and organizing files, general filing, court document indexing, preparing materials for off-site storage, and other related tasks.  • Accessed, edited, and maintained firm-wide record keeping database and library, including auditing and updating circulation data.  **Receptionist Position**:  • Managed multi-phone line in a professional manner and directed calls to corresponding person  • Greeted clients  • Interfaced with department management, lead secretaries, record personnel, lawyers, and support staff to exchange information; attended and participated in various departmental meetings and training opportunities as they were scheduled/offered.  **Information Technology Support**:  • Repaired and maintained office computers and equipment  • Liaison between IT group and Data Management  • Assembled office equipment  ***THE GOLDEN PAW -*** San Diego, California (05/2003-05/2007)  Responsibilities included:  • Greeted potential customers and conducted tours of facility  • Interacted with potential customers and their dog(s) for evaluation of continuity at facility  • Supervised numerous dogs in “day play” room  • Checked dogs in and out from their rooms and ensured all their belongings are with them  • Prepped food and distributed to dogs  • Cleaned and maintained dog kennels  • Met with current customers to ensure overall customer satisfaction  ***BAKER & MCKENZIE, LLP -*** San Diego, California (06/2002-07/2002)  • Organized files in a major law firm  • Retrieved and alphabetized files  • Performed office duties as needed  **Education**  **Grossmont College**, La Mesa, California  *General Education, English Major*   * *Received AA In English*   **Computer Etcetera Software Training,** San Diego, California  *Microsoft Office, 2010, 2016*  **San Diego City College**, San Diego, California  *Legal Secretary I, 2003*  **Santana High School**, Santee, California  *High School Diploma, 2003*  • Graduated one (1) semester early  • Academic Achievement Award, 2002  **Skills / Technology**  • Microsoft Office: MS Word; Excel; and Outlook  • Operating Systems: Windows 10, 2016  • Organization, Filing, Customer Service  • Typing Speed: 63 wpm (Last Certified in 2013) |
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