

## Objective

Senior Legal Assistant, Training Coordinator, Administrative Assistant, Detailed Oriented, Excellent Oral & Written Communication Skills, Outstanding Customer Service, Proficient in Microsoft Office, Quick Books,.

## Skills

Microsoft Office, Paralegal, 10-Key, Account Management, Receptionist, Records Management, Accounting, Excel, Payroll, Leadership Development, Legal Terminology, Medical Terminology, Medical Records, Customer Service , Customer Relationship Management.

## Work Experience

### Associate Senior Legal Assistant

**ABC Corporation** - July 1998 – October 2014

- Analyzed research, developed, reviewed and evaluated a full range of cases that involve complex and technical issue.
- Analyzed all cases by the request for hearing held under title II, XVI, XVIII (part A) of the Social Security Act, as amended.
- Comprehensively weighed the evidence to make certain that Aged Cases, Teri Cases (terminally ill) and dire need cases are given priority to secure that all evidence of records are electronically formatted in exhibit formation, and all steps of the process are handled in an expeditious manner.
- Provided technical assistance and advice to the Administrative Law Judges (ALJs) during review and analysis of the electronic cases pre and post hearing to ensure that the case is ready for hearing.
- Independently investigated 60 to 70, electronic cases to assure that all analysis and relevant information has been submitted into the electronic case file.
- Reviewed the strengths and weaknesses of each case, as well as the evidence to assure that all discrepancies and conflicting evidence are corrected and that all the laws and regulations that govern and support the conclusions, which will be in the electronic case file when submitted for the final decision.
- Scheduled for three Administrative Law Judges 40-75 cases per judge.

### Senior Legal Assistant

**Delta Corporation** - 1997 – 1998

- Responsible for coordinating numerous commercial real estate loan closings simultaneously, drafting closing checklists to accommodate the varying .
- Assist the firms owner with a variety of managerial tasks, including personnel files (handled EDD claims and paperwork) Draft Letters of Legal .
- for Litigation Partner and two Associates.
- Duties included transcription, drafting, revising and filing of pleadings and briefs in the local, Supreme and District Courts of Georgia.
- Main areas of experience consisted of products liability, personal injury, medical malpractice, family law, defense litigation, trusts, wills, .
- Prepared Small Claims documents for supervising attorneys Contacted clients to prepare them for the loan modification and bankruptcy process.

- Compiled and analyzed information accurately and created abstracts, case profiles, summaries, and chronologies to assist attorneys in managing open .

## Education

Associates Degree in Criminal Justice - 2008(University of Phoenix-Online Campus - Milwaukee, WI)