

Objective

Highly motivated accounts payable/receivable clerk offering a strong work ethic and determination to complete tasks in a timely manner. Accurate and detailed oriented with extensive bookkeeping and clerical knowledge.

Skills

Microsoft, Legal Terminology, Medical Terminology, Ability To Multi-Task, Billing, Typing 65 WPM, Clerical, Paralegal, Excellent Customer Service, Time Management.

Work Experience

Executive Legal Assistant/Associate

ABC Corporation - March 2012 – March 2015

- Opened files, entered claims and researched critical case data including statutes of limitations, the debtors ability to pay, and assets.
- Contacted debtors to make demand letters for payment and file liens on their property in the event of non-compliance with payment demands.
- Produced complaints, exhibits, and summons, and tracked each stage of proceedings through the legal system.
- Coordinated courier services and debtors response, administered the demand for resolution and garnishment process once a judgment is obtained.
- Scanned all legal documentation into the appropriate database location.
- Generated new client proposals for legal services.
- Composed, typed, and distribute meeting agendas and minutes, routine correspondences and reports.

Executive Legal Assistant

Delta Corporation - 2008 – 2012

- Assist four attorneys with administrative duties, including but not limited to Manage partner and company calendar/schedule meetings.
- Completed within 3 weeks of hire.
- Skills Used Confidential records management Purchasing & cost containment Working knowledge of Microsoft Office Suite (including PowerPoint, Word, .
- Intellectual Property) Electronic filing of all patent-related documentation with USPTO; created, revised and distributed correspondence as directed.
- Partners; expense report preparation; telephone call screening; travel arrangement preparation and management of electronic calendars.
- Responsible for managing and maintaining executives complex calendars, scheduled appointments with busy executives overseeing companies.
- Promotion to Corporate Trainer (January 2014) Trained and tested employees on customized, specific software programs.

Education

Associates of Applied Science in Interior Design - (Northern Virginia Community College)