

## Objective

Performed debit, credit and total accounts on computer spreadsheets/databases, using specialized accounting software.

## Skills

Bilingual Spanish, Microsoft Office, Interpersonal , Outlook, Quality Assurance.

## Work Experience

### Legal Specialist I

**Midland Funding** - May 2013 – 2020

- Distributed daily court calendars to team members and maintain efficient and accurate reporting.
- Scheduled appearance attorneys for various types of hearings and trials for all California superior courts.
- Executed edits requested by the attorneys for a variety of legal documents.
- Reviewed accounts for compliance errors, logging, reporting and correcting various types of accounting issues.
- Corresponded with court clerks and process servers regarding legal filings.
- Developed and executed the quality assurance process for the global document specialist team which is responsible for correctly identifying legal documents.
- Developed training material for the Internal Legal department by writing standard operating procedures and executing trainings domestically and remotely.

### Legal Specialist

**Delta Corporation** - 2010 – 2013

- Answer subpoenas and complaints received from customers, attorneys, and regulatory agencies.
- Make sure response complies with state and federal regulations and company policies.
- Log mail and documents received into company databases.
- Maintain correspondence with customers, attorneys, regulators and other internal departments.
- Filed legal documents (contempts, garnishments, dismissals, IWOs, bench warrants, and journal entries) with Shawnee County, Bankruptcy, and Tribal .
- Attended hearings with attorneys.
- Assessed new cases and processed third party payers.

## Education

BA in History and Spanish - 2008(University of San Diego - San Diego, CA)