

Madison Chazo

[linkedin.com/in/madisonchazo](https://www.linkedin.com/in/madisonchazo)

Experience

Legal Secretary

Gary R. Hershner Attorney At Law

Nov 2023 - Present (3 months)

Junior Transcriber

Take 1 (now VITAC)

Apr 2022 - Aug 2023 (1 year 5 months)

- Proofread automatic speech recognition transcripts to comply with AP and individual client specifications.

Drop Ship Packager

Richmond Professional Lab

Sep 2021 - Dec 2021 (4 months)

- Packaged and labeled photographs and other products for shipping according to customer specifications
- Performed quality control on all orders

Virtual Assistant

Jorge Chazo Consulting

Sep 2020 - Sep 2021 (1 year 1 month)

- General bookkeeping through Wave: drafting invoices, reconciling transactions, recording expenses for 1099 contractor
- Writing and proofreading: emails, client proposals
- Researching technology: hardware/software, usage instructions, cost comparisons, best fit for client

Sales Representative

Empanadas Market

Feb 2019 - Jan 2020 (1 year)

- Prepped food for in-store sale, stock, farmer's markets, and catered events in compliance with proper health and food safety guidelines for the state of Virginia.
- Kept record of in-store sales and handled money as a front of house worker.
- Maintained kitchen equipment and kept record of kitchen inventory.
- Collaborated with supervisors to improve in-store efficiency with cybersecurity, payroll, and mobile apps for Apple devices and the Square POS system.
- Trained new and existing staff in Empanadas Market procedures and standards.



Student Staff

Shoals Marine Laboratory

Jul 2018 - Jul 2018 (1 month)

- Kitchen related tasks including meal preparation for groups of 150-300 students and staff, clean up and restocking
- General cleaning of bathrooms, dorm rooms, and laboratory facilities, laundry, windows
- Minor maintenance and repair of lab equipment
- Preparation of lab equipment and specimens for instructors and students
- Yard work including hauling, composting, pruning and weed whacking



Summer Intern

Fulton Bank

Jun 2017 - Aug 2017 (3 months)

- Reviewed and organized loan file folders for long term storage project
- Created spreadsheets to track stored files
- Proofread and formatted loan documents
- Interacted with commercial lending team and completed all required administrative tasks
- Learned several banking software applications to access and analyze loan data

Education



Cornell University

Computational Biology

2017 - 2018



Virginia Commonwealth University

Undeclared

2020 - 2020

Skills

Legal Administration • Dictation • Food Preparation • Food Safety • Inventory Analysis • Food Service • Computer Literacy • MacOS • Apple Software • Technical Support