

Mark Rodriguez

Law firm Clerk | Production Manager with 10 years of experience.

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☎ (786) 234 8254

📍 Miami, FL

WORK EXPERIENCE

Homer Bonner Jacobs Ortiz P.A.

Office Clerk | Production Manager

2011-Present

- Handled creation of large document productions for depositions, meditations, court cases and arbitrations. This includes paper copies, scanning documents, assembly of exhibits, and comb binding.
- Performed document production tasks such as redacting confidential information, bookmarking, bates labeling, file conversion, OCR encoding and page enhancement on multiple file types.
- Edited photos and videos for demonstratives, exhibits and presentations.
- Performed distribution, data entry, digestion and ingestion of multiple file productions using cloud and e-discovery software such as Sharefile, Netdocuments, CSDisco and Relativity.
- Admin of IT ticketing support. Assisted with remote and onsite technical issues, both mechanical and software, with copiers, A/V, and computers.
- Performed maintenance, design, and coding for the firm website.
- Assisted in supporting paralegals with daily tasks such as e-filing documents, setting up conference rooms, answering phones, scheduling and providing customer support by helping clients with their many needs.

Dade Medical College

Student Services Representative

2011

- Typed documents such as correspondence, memos, emails, and prepared reports weekly.
- In charge of conducting organizational wide surveys.
- Organized, compiled information, and reported on results monthly.
- Responded and assisted with student inquiries and maintained informative relationships with the student body and staff by adapting to feedback.
- Handled data entry and record keeping using the academic database program - CampusVue.
- Communicated with our clients, by email, phone, remote and face-to-face meetings.

EDUCATION

Miami Dade Community College (Currently Attending)

Associate of Arts

2008

Miami Coral Park Senior High

2006

SKILLS

- Proficient in general computer use & applications included in Microsoft Office and Adobe suite. This includes Word, PowerPoint, Excel, Visual Code, Adobe Acrobat, Distiller, and all internet browsers.
- Can perform exceptional browser queries using advanced search operators.
- Bilingual: English and Spanish.
- Strong communication skills in person, by phone, or remote.
- Detail oriented, analytical and can multitask efficiently on multiple assignments.
- Flexible and willing to be a team player.
- Expansive knowledge in programming / markup languages such as: C++, JavaScript, HTML and CSS.
- Junior level Full-Stack Developer with knowledge in technologies such as: React, NPM, MongoDB, and MYSQL.
- Fast and accurate documentation skills. (70 WPM).