

Joseph Iannazzi

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Summary

Process Server and Founder of Just Legal Solutions with 14 years of experience delivering legal documents accurately and efficiently while maintaining strict compliance with court procedures and confidentiality standards. Skilled in skip tracing, proof of service preparation, document management, and client relations. Committed to providing timely, compliant, and professional legal support services.

Work Experience

Just Legal Solutions

Process Server | Glenpool, OK | Mar 2025 - Present

- Established and operate a process serving business, ensuring the accurate and timely delivery of summons, subpoenas, complaints, and other legal documents with 100% compliance to court rules.
- Prepare and file Proof of Service documents with the courts, ensuring timely and accurate recordkeeping.
- Maintain detailed service logs and documentation to support legal proceedings and client reporting.
- Maintain client confidentiality and adhere to legal protocols, achieving a high compliance rate.
- Utilize strong organizational skills to manage multiple service requests efficiently.
- Develop and maintain relationships with legal professionals to enhance service quality.
- Conduct skip tracing and investigative work to locate individuals for document service.
- Demonstrated entrepreneurial skills in growing the business and maintaining high client satisfaction.

Enterline Law

Legal Assistant | Tulsa, OK/Remote | Apr 2020 - Sep 2024

- Prepared and analyzed case law and materials for proceedings, ensuring the accuracy and completeness of documents and evidence.
- Coordinated appointments and managed correspondence and logistics, fostering smooth and efficient scheduling.
- Assisted with document production and discovery, enhancing the efficiency and accuracy of document retrieval.
- Utilized legal software to manage case files and streamline document management processes.
- Managed the timely and accurate service of legal documents, maintaining a 100% compliance rate.
- Collaborated with legal teams to ensure proper handling and confidentiality of sensitive documents.
- Implemented innovative solutions to improve document management and retrieval processes.

FedEx Ground

Delivery Operations Manager | Broken Arrow, OK | Oct 2019 - Aug 2024

- Implemented a more efficient delivery route, achieving a 20% reduction in delivery time and enhancing customer satisfaction.
- Trained and mentored new delivery drivers, equipping them with essential skills and knowledge.
- Collaborated with warehouse staff to streamline loading and unloading processes, leading to improved efficiency and reduced delivery times.
- Conducted background and credit checks to ensure the reliability and trustworthiness of new hires.
- Demonstrated strategic planning skills in optimizing delivery routes and improving operational efficiency.

Ruth Shaw

Executive Assistant | Bixby, OK/Remote | May 2020 - Apr 2023

- Managed complex calendars and scheduling to ensure optimal time management and prioritization.
- Coordinated travel arrangements and logistics, enhancing efficiency and reducing costs.
- Assisted in preparing reports and presentations, contributing to informed decision-making processes.
- Conducted background and credit checks as part of the hiring process, ensuring thorough vetting of potential employees.
- Enhanced executive decision-making through detailed reports and presentations.

Ricalday

Executive Assistant | Tulsa, OK/Remote | Jan 2018 - Nov 2022

- Developed and implemented standardized office procedures, reducing administrative errors by 20% and enhancing operational efficiency.
- Negotiated contracts with subcontractors, achieving a 10% reduction in labor costs, and managed multiple projects to ensure timely completion and client satisfaction.
- Led HR compliance efforts, maintaining adherence to employment laws and regulations, resulting in zero penalties or fines.
- Conducted background and credit checks as part of the hiring process, ensuring thorough vetting of potential employees.
- Managed personal collections, successfully tracking down individuals with outstanding debts and negotiating payment plans.
- Demonstrated project management skills and successful negotiation outcomes.

Oklahoma Custom Courier

Delivery Operations Manager | Broken Arrow, OK/Remote | Jan 2016 - Oct 2019

- Coordinated time management strategies to improve freight delivery punctuality, thereby enhancing process efficiency and consistently meeting delivery targets.
- Optimized route planning and scheduling, which resulted in reduced fuel costs and improved overall operational efficiency.
- Resolved delivery issues and customer complaints effectively, maintaining a high level of customer satisfaction and loyalty.
- Conducted background and credit checks to ensure the reliability and trustworthiness of new hires.
- Managed personal collections, successfully tracking down individuals with outstanding debts and negotiating payment plans.
- Demonstrated strategic planning in route optimization and collections management.

Alpine Roofing

Executive Assistant | Tulsa, OK/Remote | Jun 2013 - Dec 2017

- Led a team of administrative staff, improving training and guidance, resulting in a 15% enhancement in performance.
- Implemented a new payroll system, decreasing processing time by 30% while ensuring compliance with federal and state regulations.
- Collaborated with architects and contractors on custom systems, resolving complex issues and achieving significant cost savings for clients.
- Conducted background and credit checks to ensure the reliability and trustworthiness of new hires.
- Managed personal collections, successfully tracking down individuals with outstanding debts and negotiating payment plans.
- Demonstrated problem-solving skills in collaborating with contractors and managing collections.

Education

Northeastern State University

Bachelor's Degree, Business Administration and Management

Tulsa Community College

Associates Degree, Business Administration

Certifications

Diploma in Understanding Medical Terminologies | Alison

Diploma in Project Management | Alison

Best Practices for Remote Work | Alison

Project Management | Saylor Academy

Small Business Management | Saylor Academy

Management Leadership | Saylor Academy

Cisco CCNA | Tulsa Technology Center Riverside Campus

A+ | Tulsa Technology Center Riverside Campus

Microsoft Office | Tulsa Technology Center Riverside Campus

Skills

Legal Research, Document Management, Client Confidentiality, Drafting Legal Documents, LexisNexis, Westlaw, Clio, Discovery Process, Case Management, Document Review, File Management, Compliance, Data Entry, Account Management, Communication, Time Management, Problem-Solving, Attention to Detail, Client Interaction, Confidentiality, Document Drafting, Team Collaboration, Proficiency in Microsoft Office Suite, Organizational Skills, Effective Communication, Conflict Resolution, Multitasking, Strategic Planning, Project Management, Analytical Thinking, Leadership, Business Correspondence, Team Leadership, Decision-Making Skills, Google Workspace, Scheduling, Technical, Detail Oriented, Written Communication, Teamwork, Human Resources Management, Customer Service Skills, Email Management, Travel Management, Innovation, Knowledge of Legal Procedures, Communication Skills, Physical Stamina, Basic Computer Skills, Discretion, Organization Skills, Legal Knowledge, Organization, Interpersonal Skills, Adaptability, Computer Proficiency, Record-Keeping