

Joseph Iannazzi

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Summary

Detail-oriented Legal Assistant with 10+ years of experience in legal document management, case law analysis, and scheduling coordination. Proven track record in enhancing efficiency and accuracy in legal proceedings, document production, and discovery processes. Seeking to leverage strong organizational and communication skills in a dynamic legal environment.

Work Experience

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.
- Conducted legal research to support case preparation and strategy development.
- Improved legal processes and contributed to successful case outcomes through meticulous attention to detail.
- Handled confidential information with discretion, ensuring client trust and compliance with legal standards.

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, similar to organizing and managing legal documents and correspondence.
- Received recognition for maintaining a clean and organized delivery vehicle, ensuring safe and secure transportation of goods, akin to maintaining legal compliance and accuracy.
- Trained and mentored new delivery drivers, equipping them with essential skills and knowledge, comparable to managing and guiding legal teams.
- Collaborated with warehouse staff to streamline loading and unloading processes, leading to improved efficiency and reduced delivery times, similar to improving workflow and communication in a legal setting.
- Fostered a culture of efficiency and safety, leading initiatives that resulted in cost savings and improved customer satisfaction.

Ruth Shaw

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

- Managed complex calendars and scheduling, ensuring optimal time management and prioritization, similar to managing legal calendars and court dates.
- Coordinated travel arrangements and logistics, enhancing efficiency and reducing costs, akin to organizing legal documents and correspondence.
- Assisted in preparing reports and presentations, contributing to informed decision-making processes, comparable to preparing legal documents and case files.
- Played a key role in strategic planning and decision-making support, managing high-pressure situations with ease.
- Demonstrated exceptional multitasking abilities, effectively handling multiple priorities simultaneously.

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, similar to maintaining legal compliance and accuracy.
- Negotiated contracts with subcontractors, achieving a 10% reduction in labor costs, and managed multiple projects to ensure timely completion and client satisfaction, akin to managing legal documents and deadlines.
- Led HR compliance efforts, maintaining adherence to employment laws and regulations, resulting in zero penalties or fines, comparable to ensuring legal compliance.
- Provided strategic planning and decision-making support, contributing to the company's growth and success.
- Managed high-pressure situations with poise, demonstrating exceptional organizational and multitasking skills.

Oklahoma Custom Courier

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

- Coordinated time management methods to ensure punctual freight delivery, enhancing process efficiency and meeting delivery targets.
- Optimized route planning and delivery schedules to streamline routes, resulting in reduced fuel costs and improved operational efficiency.
- Resolved delivery issues and customer complaints effectively, maintaining a high level of customer satisfaction and loyalty.

Alpine Roofing

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

- Directed a team of administrative staff, enhancing training and guidance to achieve a 15% improvement in overall performance, similar to managing and guiding legal teams.
- Implemented a new payroll system, reducing processing time by 30% and ensuring compliance with federal and state regulations, akin to maintaining legal compliance and accuracy.
- Collaborated with architects and contractors to design and install custom systems, resolving complex issues and saving clients substantial costs, comparable to resolving legal issues and managing case files.

- Played a crucial role in strategic planning and decision-making, contributing to the company's operational success.
- Demonstrated exceptional multitasking abilities, effectively managing multiple priorities and high-pressure situations.

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, Languages: English, Computer Literacy, Conflict Resolution, Time Management, Customer Service, Problem-Solving, Strong Communication, Active Listening, Multitasking, Strategic Planning, Project Management, Analytical Thinking, Copywriting, Interpersonal Communication, Leadership, Public Relations, Budgeting, Market Research, Creativity, Analytical Skills, Excellent Written and Verbal Communication, Social Media Management, Content Creation, Organizational Skills, Problem-Solving Abilities, Financial Management, Proficiency in Microsoft Office Suite, Business Correspondence, Leadership and Team Management, Excellent Communication Skills, Attention to Detail, Staff Supervision, Communication Skills, Decision-Making Skills, Google Workspace, Shipping and Receiving, Payroll, Human Resources, Multi Tasking, Innovation, Scheduling, Technical, Detail Oriented, Microsoft Excel, Written Communication, Teamwork, Team Leadership, Effective Communication, Problem-Solving Abilities, Human Resources Management, Customer Service Skills, Proficiency in MS Office Suite, Email Management, Travel Management, Proficiency in Microsoft Office, Organization Skills, Client Interaction, Confidentiality, Document Drafting, Team Collaboration