

EXECUTIVE ASSISTANT EXECUTIVE ASSISTANT EXECUTIVE ASSISTANT - THE PRINCE
FIRM Work Experience EXECUTIVE ASSISTANT THE PRINCE FIRM October 2018 to Present
Executing general office duties; completing the firm's billing, opening/closing and organizing files,
scheduling, distributing mail, greeting clients, using multi-line phones Administering tasks;
ensuring completion in accordance with existing policies and procedures Efficient with technology:
fax, printer, copier, scanners, and computers Prominent in handling personal injury cases;
requesting records, drafting cover letters to courts, police departments, and hospitals (HIPAA), etc.
ADMINISTRATIVE ASSISTANT WORLD ONE DISPATCH June 2017 to October 2018 Planning
logistics within transportation industry; owner operators and company drivers Efficient in
negotiating prices with brokers on available loads; drafting and completing contracts Proficient in
maintaining office duties; communication with clients and brokers, using multi-line phones,
organizing files, administrating invoices for clients and staff, and office scheduling Marketing for
World One Dispatch on social media and at events Planning and formatting next step programs
within the company; such as the insurance and factoring branches PRIVATE CONTRACTOR
PROBATE DATA June 2018 to September 2018 Efficiently transferring researched data into
organized Microsoft Excel documents Punctual in submitting files before or on deadlines
Ensured all paperwork is accurate and up to date with effective communication between court of
clerks DATABASE ADMINISTRATOR SCISAFE August 2012 to May 2016 Data mining and
archiving inventory Scheduled inventory for pharmaceuticals Input data into the company database;
efficiently creating Microsoft Excel spreadsheets of data Education BS OF CYBER SECURITY in
CYBER SECURITY KENNESAW STATE UNIVERSITY May 2014 DIPLOMA LASSITER HIGH
SCHOOL Certifications/Licenses Notary Public November 2018 to November 2022

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