

Project Management Coordinator & IT Support Project Management Coordinator & IT Support
Project Management Coordinator & IT Support Sterling Heights, MI Work Experience Project
Management Coordinator & IT Support ROOSEN, VARCHETTI & OLIVIER, PLLC - Clinton
Township, MI March 2012 to October 2018 Project Manager from Docket Management Varchetti, &
Olivier-GA, PLLC September 2014 to 2016 including the transition of all retained employees as
acquired in the purchase agreement with Roosen, Varchetti, & Olivier-GA, PLLC. Entrusted with
supervisory role ensuring completion of all Georgia transition projects to effectively streamline
well-established Michigan processes to increase Georgia's profit revenue. Audit remediation of
25,000 purchased account receivables. Complete overhaul of accounting, suit and garnishment
processes through CLS document programming, training personnel and performance file reviews.
Solely responsible for creating job instructions and policies for Georgia office of 20 support staff.
Continuous operational review to determine most efficient and profitable business models.
Liaison to all vendors, employees and senior management during Michigan firm's acquisition of
another Georgia law firm. Trained all new employees hired in Michigan since September 2014
and Georgia since December 2016. Managed a remediation on three separate occasions between
both states of over 25,000 accounts receivables each time. Analyzed and automated internal
office processes to move to external office employees to increase production and reduce labor
costs. Member of firm's process improvement team since September 2014 inclusive of the review
of client contracts and guidelines, change in Michigan statutory law, updating of office procedures
and communicating the same to staff members and the streamlining of internal procedures for
efficiency to meet production goals. Create and modify legal forms for all departments in Word
Perfect and CLS for both states. Draft internal job instructions and cross train external employees
to meet client guidelines and office standards. Supervise the loading of all judgment placed files in
CLS between both states. Liaison to Court Officers and Process Servers for change in policies
and client requirements. Responsible for the set up and tear down of any work station within the
company. Facilitated the onboard of new employees onto the server, creation of outlook license
and group distribution assignment, assigned software credentials and security permissions and

provided new hire documentation. IT support for over 80 office personnel in four separate locations resolving basic computer issues and CLS software support. Liaison to multistate IT support company effectively communicating and escalating specific IT issues where either a solution was unknown or the error existed on a different server. MEIJER INC - Clinton Township, MI 2011 to 2013 General Merchandise Stocker, Cashier stocking Women, Men, Children, Infant and Shoe Department - Township, MI, US 2009 to 2011 Merchandise handling for stocking Women, Men, Children, Infant and Shoe Department. Coordinate setting weekly advertisement signs for the above-named departments. Cross-trained to perform cashier duties when daily store sales exceeded \$175,000.00. Quarterly inventory management and audit preparation with minimal supervision for store departments. Assist monthly end cap transitions, aisle layouts and seasonal backdrop changes. Education B.S.S. Accounting Baker College of Clinton Township 2014 A.S.S. Accounting Baker College of Clinton Township 2012 Skills accounting (1 year), Cls (1 year), cost control. (Less than 1 year), customer service (Less than 1 year), Document management (Less than 1 year), excel (Less than 1 year), financial statements. (Less than 1 year), Microsoft excel (Less than 1 year), Microsoft office (Less than 1 year), Ms office (Less than 1 year), Receptionist (Less than 1 year), Retail sales (Less than 1 year), Time management (Less than 1 year), Vendor management (Less than 1 year) Additional Information AREAS OF EXPERTISE PERSONAL SUMMARY Microsoft Office platform Motivated, successful individual with a background in office management, communication, legal processes, a large corporation, Microsoft Excel Analytics customer service and a legal firm. Talent for mastering quick tasks with CLS Programming time management control. Proficient in the legal process, analyzing job functions and streamlining processes for efficiency and cost control. Document Management Familiar with accounting concepts and financial statements. Highly Document Creation organized and the ability to constantly improve personal abilities. Professional experience handling large clients, respected public Diary Management individuals, and stressful time sensitive situations. Legal Processes Vendor Management Court Hearing Preparation WORK EXPERIENCE

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