

Records Associate Records Associate Records Associate Douglasville, GA Work Experience
Records Associate TURNER BROADCASTING SYSTEMS, INC - Atlanta, GA June 2017 to March
2019 Stored files/records in the appropriate location Scanned files/records using a barcode
reader Distributed legal files to the legal assistants. Maintain strict confidentiality Ordered office
supplies and kept track of inventory Coordinated with other departments in maintaining and
managing records, reports, and documents Assisted with the day-to-day operation of the Legal
department Turner Broadcasting/CNN Legal Records Clerk WEGMAN PARTNERS - Atlanta, GA
November 2016 to June 2017 Preparing, labeling, and storing legal files in an assigned room
Retrieving and distributing requested files and information to other departments Maintaining
cleanliness and safety of the file room Tracking location and movements of legal files using a
bar-code scanner Prioritize work and ensure files are presented in a timely manner when
requested Compiled, gathered, and organized files on-site and off-site Legal Assistant J. CURRY
LAW GROUP - Atlanta, GA May 2014 to August 2014 Internship) Assisted with scheduling
meetings with clients Assisted with filing pleadings, discovery requests and scheduling depositions
Drafted legal memoranda and complaints Performed legal research using Westlaw and Lexis
Nexis Helped develop cases by maintaining contact with people involved in the case Prepared
responses to opposing counsel Generated status reports Database Administrator/Collections
Associate ATLANTIC RECOVERY SERVICES October 2001 to August 2006 Maintained
customer's account Collect payments for overdue bills, loans, or other payments Locate
customers using credit bureau information, skip-tracing, and other databases Set up repayment
plans Followed federal and state laws dealing with debt collection Print reports for management
File Clerk/Medical Billing Representative PENINSULA REGIONAL MEDICAL CENTER June 1997
to September 2001 Keep files and documents organized Worked with paper documents and
electronic files Performed routine task such as data entry, cross-referencing, scanning, copying
and retrieval Collected payments for medical procedures and services Developed payment plans
and prepared invoices Obtained referrals and pre-authorizations as required Reviewed patient
bills for accuracy and completeness Education Associate Degree in Paralegal Studies in Paralegal

Studies ATLANTA TECHNICAL COLLEGE - Atlanta, GA 2015 Associate Degree in Computer
Science in Computer Science WIC COMMUNITY COLLEGE - Salisbury, MD 2010 Skills DATA
ENTRY, ACROBAT, ADOBE ACROBAT, EXCEL, MS OFFICE, OUTLOOK, POWERPOINT,
MAINTENANCE Certifications/Licenses Notary Public March 2017 to March 2021

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