

Database Administrator/Legal Secretary Database Administrator/Legal Secretary Database Administrator Houston, TX Authorized to work in the US for any employer Work Experience Database Administrator/Legal Secretary Daniel & Associates - Houston, TX June 2019 to Present Working with database software to find ways to store, organize and manage data. Keeping databases up to date. Helping with database design and development. Managing database access. Designing maintenance procedures and putting them into operation. Ensuring that databases meet user requirements. Troubleshooting issues with database. Liaising with programmers, applications/operational staff, IT project managers and other technical staff. Managing database security/integrity and backup procedures. Implementing security measures. Defining objectives through consultation with staff at all levels. Writing reports, documentation and operating manuals. Testing and modifying databases to ensure that they operate reliably. Providing user training, support and feedback. Writing disaster recovery plans Archiving data. Litigation Assistant Zwicker & Associates, P.C. - Sugar Land, TX August 2017 to July 2019 Analyzed and processed reports, as assigned, to ensure that proper work flow is being adhered to pursuant to the expectations of both clients and Zwicker & Associates. Utilized Collection Software to properly update and document the status of each account in the assigned inventory. Drafted Pleadings and forms, such as, Notices of Trial, Trial Preparations, Witness Requests, and Discovery. Filed Pleadings with various courts. Communicated effectively and appropriately with team members, opposing counsels, pro se parties, and courts. Performed other duties as assigned. Legal Secretary The Foley Law Firm - Houston, TX February 2016 to August 2017 Updated and maintained office policies and procedures. Maintained office work flow and staff to meet deadlines. Deposited checks for all cases, as well as, distribute payroll checks to staff. Trained new staff on office procedures, equipment functions, and individual job duties. Prepared basic pleading and forms related to Personal Injury, Premises Liability, and Overtime Wage Claim cases. Preparing Discrimination documents, such as, EEOC Charged of Discrimination. Filed Pleadings in Civil and Federal court. Drafted discovery. Notarized Affidavits. Intake for new client cases, and set up files on server database. Took telephone calls and responded to inquiries

accordingly. Cleaned, organized, and stocked all office supplies as needed. Education High School Diploma Lamar High School - Houston, TX August 2010 to May 2014 Skills Outlook, Filing (4 years), Billing, Microsoft Outlook, Microsoft Office (4 years), Data Entry (4 years), Adobe (4 years) Certifications/Licenses Certified Notary Public March 2016 to March 2020

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