

Office Manager & Paralegal Office Manager & Paralegal Office Manager & Paralegal - O'Neill, Liebman & Cooper, P.A Chicago, IL My family and I just moved to Evanston. Yes, we're the crazy people that have traded in our flip-flops for snow boots. I have worked every position in a law firm with the exception of being a lawyer. My Areas of Legal Experience include Civil Litigation, Workers' Compensation, Personal Injury, Criminal. I have extensive knowledge of the operations side including personnel, billing and payroll. The bulk of my experience has been in Florida but I have also worked for law firms in Georgia and Tennessee. I am a Florida Registered Paralegal and was recently accepted into the Illinois Paralegal Association.

**Work Experience**

**Office Manager & Paralegal** O'Neill, Liebman & Cooper, P.A - Orlando, FL March 2013 to Present

- Managed billable hour tracking, payroll, firm payables and receivables
- Completed and filed quarterly and annual payroll tax reports
- Created budgets and expense reports
- Balanced and maintained accurate records for the operating, retainer and trust accounts
- Developed system for maintaining accurate records for over 1,600 asbestos cases including semi-annual reports to client
- Converted office to a paperless system
- Developed and maintained cloud based back-up systems
- Met with clients for initial intake and periodic status updates
- Prepared legal briefs, motions and pleadings
- Filed legal documents utilizing Florida Courts E-Filing Portal
- Assisted attorney in preparing answers and documentation for discovery requests
- Creative research for trial preparations without the benefit of popular legal research subscriptions

**Network & Billing Administrator** Znosko & Reas - Orlando, FL October 2010 to March 2013

- Review/edit attorney and staff time entries to verify compliance with client guidelines
- Create invoices and convert to appropriate electronic format pursuant to client guidelines
- Responsible for accounts receivable records and collections
- Maintain vendor accounts and ensure timely payment
- Maintain/troubleshoot computers, copiers/scanners and postal equipment
- Develop office procedures, create training manuals and train personnel on procedures
- Manage tri-weekly mass mailings, calculate analysis and statistics on return of investment
- Perform weekly internet searches of court website for potential new cases
- Troubleshoot and manage Client Profiles (legal client database program)
- Create and maintain complex merge documents

**Education** Bachelor's Degree in Criminal Justice in Criminal Justice

Penn State World Campus 2014 to Present Associate Degree in Information Technology in  
Multimedia University of Phoenix 2007 to 2009 Skills Document Management (10+ years), Microsoft  
Office (10+ years), Networking (10+ years), Time Management (10+ years), Adobe Creative Suite  
(10+ years), Accounts Payable, Billing, Scheduling, Quickbooks, Payroll Certifications/Licenses  
Florida Registered Paralegal January 2010 to Present Notary Public January 2019 to January 2022  
Member of Illinois Paralegal Association Assessments Intermediate Spreadsheet Proficiency with  
Microsoft Excel Proficient February 2019 Measures a candidate's knowledge of intermediate  
Microsoft Excel techniques including effectively writing and applying conditional formulas. Full  
results: [https://share.indeedassessments.com/share\\_assignment/lgri0xvcdhmjb40z](https://share.indeedassessments.com/share_assignment/lgri0xvcdhmjb40z) Intermediate  
Word Processing Proficiency with Microsoft Word Highly Proficient February 2019 Measures a  
candidate's knowledge of intermediate Microsoft Word techniques including the use of formatting,  
Track Changes, and Comments. Full results:  
[https://share.indeedassessments.com/share\\_assignment/m9p3x9j3nk5h6y7z](https://share.indeedassessments.com/share_assignment/m9p3x9j3nk5h6y7z) Scheduling Skills  
Highly Proficient February 2019 Measures a candidate's ability to cross-reference agendas and  
itineraries to avoid conflicts when creating schedules. Full results:  
[https://share.indeedassessments.com/share\\_assignment/quevt3shsrlvac](https://share.indeedassessments.com/share_assignment/quevt3shsrlvac) Indeed Assessments  
provides skills tests that are not indicative of a license or certification, or continued development in  
any professional field.

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