

Zachery Talley

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OBJECTIVE

Experienced communication professional, seeking to utilize my advanced skills in marketing, advertising, public relations and promotions. I am certain that my progressive knowledge of the corporate realm, mixed with my passion for developing creative strategies that reach a mass audience will make me an ideal candidate for this position.

EDUCATION

WMU -Cooley Law School
Juris Doctorate

Lansing, Michigan
Graduation Date September 2015

Villanova University
Masters: Taxation

Villanova, Pennsylvania
Graduation Date June 2012

University of Miami
Bachelor of Science: Finance
Minor: Psychology

Coral Gables
Graduation Date May 2010

PROFESSIONAL EXPERIENCE

UnifidPrincipal PLLC/ Music City Taxes and Financial Services
Business Owner/Managing Partner

Nashville, Tennessee
January 2013-Present

- Chief Operating Officer of premiere, Nashville-based, year-round tax preparation service company
- Oversee and train tax professionals. Company offers small business financial audits, financial compliance, Account and financial ledger reconciliations, tax liability negotiations and litigation, Healthcare provider credentialing and billing.
- Efficient in Financial planning, tax preparation, Financial strategizing, contract and business plan building and providing quality customer service.

Law Offices of Luvell L Glanton
Civil Litigation Associate Attorney

Nashville, Tennessee
March 2015- Present

- Work directly with clients during intake after life altering events, to explain requirements and potential outcomes for each case file..
- I worked directly with the Managing Owner of the law firm on each legal case and file for preparation of litigation and settlement.
- Prepare and process client files, draft demands, summons, correspondence, interrogatories, request medical records, communicate with defendant attorneys and offices, make copies, communicate with clients and plaintiffs, all other duties requested or required by our attorneys.
- Davidson and Rutherford County Civil, Family, Juvenile and Domestic Violence Court Mediator

Safeguard Properties
Client Resource Manager/Project Manager

Cleveland, Ohio
June 2011-February 2014

- Manage REO/ Foreclosure accounts and special projects for the country's largest property preservation company.
- Assisted current and potential clients with best practice methods to handle property development, acquisitions and/or demolitions
- Created an ongoing spreadsheet the company now uses to track contractor/asset progress
- Managed over 33% of the company's Wounded Warrior Initiative to place war veterans and their families in newly renovated, homes through collaborative bank partnerships.

SPECIAL SKILLS

- Tennessee Supreme Court Rule 31 Trained Mediator
- Very fast learner who works well groups or individual who understands the importance of getting tasks done
- Excellent Written and Verbal Communication skills
- Proficient in Microsoft Office including Word, PowerPoint, Excel, and Outlook.
- Experienced with TimeSlips and Time Matters by NexisLexis

ORGANIZATIONS : Nashville Bar Association, Rutherford Cannon Co Bar Association, NAACP, Boys and Girls Club Youth Mentor and Coach, Prison Reform Advocate, IACCM