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Zachary A. Swigart

Objective

To obtain employment assisting with human resource and business management tasks.

Education

2008-2011 San Jose State University San Jose, CA

- Graduated with a bachelor's degree in Business Administration with an emphasis in Business Management.

Experience

2008- Present Benders Legal Service and LRS Investigations
Process Service Manager San Jose, CA

Promoted to oversee and supervise all dispatch and service of legal documents, court filing, and legal research. Responsible for all office management; maintaining calendars, scheduling appointments, making arrangements for meetings and travel and providing direct support to business owners. Main liaison to customers, law enforcement and court employees.

2005- 2008 Benders Legal Service and LRS Investigations
Office Administrator San Jose, CA

Promoted in 2005 to manage office tasks. While still performing previous duties, was responsible for maintaining calendars for all office serves, including scheduling appointments and making arrangements for meetings and pick-ups. Assisted in data inputting, developing and maintaining documents, transcribing material, document scanning and processing mail and billing.

2002- 2005 Benders Legal Service and LRS Investigations
Process Server/Court Runner San Jose, CA

Registered in California (ID#1326) to serve legal documents, along with court filing at all courts. Assisted with researching legal documents for office process serves. Kept and maintained positive relations with customers, court employees, law enforcement and judges.

Other Experience

2008-2010: Barista @ Starbucks
1999-2001: Night Director @ The Great Bear Café
1997-1999: Kiln Manager @ Petroglyph
1995-1997: Waiter @ The Iron Skillet Cafe

References

Furnished upon request.