

SHERI BARTH

1034 SE Tacoma St., Portland, OR 97202

Ph: (414) 416-8994

Email: kroesin@msn.com

Specialties

Multi-line Phone and Paging Systems, Microsoft Office Suite, Adobe Acrobat, Adding and Copy Machines, Communication, Professionalism, Problem Solving, Organization, Time Management, Editing and Proofing, Supervising, Mentoring and Peer Counseling, Staff Training, Design, Social Media

Experience

Legal Assistant

Fox, O'Neil & Shannon, S.C.

Milwaukee, Wisconsin (2007 – 2012)

- managed reception area, multi-line phone and paging system during receptionist's off time
- corresponded, in person, over the phone and/or through email with clients, process servers, court clerks and attorneys
- performed Human Resource related duties, such as training new hires, the writing and implementation of staff review process and office policies and procedures
- initiated production of, co-edited and distributed quarterly newsletter to over 800 clients and monthly newsletter to office personnel
- drafted and prepared real estate, business, divorce, litigation, and probate documents for multiple attorneys

Legal Assistant

Cook & Franke, S.C.

Milwaukee, Wisconsin (2006 – 2007)

- corresponded, in person, over the phone, and/or through email, with clients, process servers, court clerks and attorneys
- drafted and prepared business and real estate documents for multiple attorneys
- scheduled meetings and court appearances for multiple attorneys
- organized and managed over 100 files

LS Cashiering Rep. Senior

Washington Mutual

Milwaukee, Wisconsin (2006 – 2006)

- helped team members by answering questions and facilitating communication with management
- trained employees in department policies and payment processing
- maintained automated process of suspense payments
- worked with others to improve department processes and output
- reconciled bank outages

LS Cashiering Rep. II

Washington Mutual

Milwaukee, Wisconsin (2004 – 2006)

- became JET (Job Experience Training) certified to train existing and new employees
- surpassed monthly productivity goals by an average of 20%
- posted bankruptcy payments to customers' accounts and balanced batches for deposit

Co-Director

South Side Neighborhood Center

La Crosse, Wisconsin (2003 – 2004)

- primary contact for building information and scheduling
- helped manage building and grounds
- instrumental in doubling the number of events at and people using the center
- created new and revised existing building usage policies
- wrote class descriptions for publication in the La Crosse Parks and Recreation Guide
- helped write, edited and distributed quarterly neighborhood newsletter
- planned classes and community events held at the Center, procured instructors for and/or oversaw same

Archives Assistant

La Crosse Public Library

La Crosse, Wisconsin (1999 – 2003)

- assisted patrons with local history and genealogy questions
- managed obituary index
- documented and filed local articles and publications

Education

Bachelor of the Arts in Psychology, with minors in History and English

Viterbo University (1998 – 2002)

Activities and Societies: Editor of Touchstone Art and Literary Magazine; English Tutor; Member of the Psychology Club; Participated in several supervised independent studies on Ancient Egypt and Art Therapy

Independent Coursework (2001 - present)

- Yoga for the Mind, Body and Spirit
- Yoga for Healing
- The Yoga of Emotions
- Hatha Yoga I
- Meditation and Hatha Yoga
- Iyengar Yoga
- Introduction to Watercolors
- Puerto Rican Cooking

Professional References

Susan Allen - Attorney at Stafford Rosenbaum, LLP

Phone: (414) 380-1315

Dana Winger Dombrowski - Corporate Counsel at Snap-on Incorporated

Phone: (414) 379-9397