

Carol Lincoln
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Objective: To obtain full-time position in a challenging and stimulating legal environment.

Experience

Case Manager, Adoption

The Family Formation Law Offices of Michelsen & Cohen LLP, Lafayette, CA
December 2009 to October 2011

The Law Offices of Michelsen & Cohen is a Law Firm in Lafayette California that specializes in Family Law, specifically Adoption and Surrogacy. My responsibilities are as follows, but not limited to:

- Serve as one of two Case Manager's working primarily in Adoption
- Work with Clients securing proper paperwork in the process of Adoption
- Work with Attorney in drafting and filing Court documents
- Responsible for all non-legal aspects of the Adoption process, including correspondence and management of case records
- Work with appropriate agency's in securing proper documents required in the Adoption process
- Work with Attorney in filing of Court documents in the Surrogacy process in a timely manner
- Research and background searches, which may also include securing Private Investigator in process of locating people needed to complete an Adoption
- Scheduling of Court dates for final Hearings with California Superior Courts
- Provide general support to the team atmosphere of the Firm

Administrative Assistant/Research Associate

CFOS2GO, Lafayette, CA

August 2007 to September 2009

CFOS2GO is an accounting staffing firm that specializes in placement of high level accounting positions. Some of my duties were:

- Served as primary point of contact for and liaison between management, sales teams, personnel, clients, and vendors. Maintain excellent written and oral communication skills, problem resolution abilities, and a high-level of confidentiality

- Managed and performed all day-to-day office operations and administrative functions, including requisition of office supplies, answering phone and directing calls on multi-line phone, filing, coordination of schedules, making travel arrangements, sorting mail, scanning, copying and special event planning.
- Administrative support to executives and directors
- Analyzed office productivity, enforced company procedures and updated general forms to improve efficiency.
- Formulated more secure procedures for retention, protection, retrieval and disposal of candidate records.
- Reconstructed and improved filing system for all personnel and interoffice files.
- Prepared correspondences, presentations, spreadsheets, proposals and marketing materials.
- Participated in team meetings and discussions
- Arranged interviews for executive recruiter; assisted in greeting and escorting all candidates to interviews.
- Organized and conducted all administrative orientations; prepared paperwork; performed conflicts check; and arranged computer training and development.
- Maintained applicant tracking system for applicants, including setting up files and generating appropriate response letters to candidates.
- Research within Adapt Database and online resources for candidates matching current open job orders. Administered general searches to broaden candidate pool.
- Maintenance of job postings on CareerBuilder. Coordinate with recruiters to ensure accurate and current postings.
- Data entry of candidates into Adapt and Act! Databases
- Upkeep of database, compiling and updating records

Secretary

City of Orinda, Parks & Recreation, Orinda, CA
1989 to 1993

- Worked with staff to produced a 40 page quarterly brochure.
- Coordinated and executed class registration on a quarterly basis.
- Worked directly with large group of volunteers to help execute registration.

Documentation Specialist

CoastCom, Inc., Concord, CA
1986 to 1989

- Worked with the Engineering Department to secure all product documents.
- Served as secretary for Engineering Department.

- Was responsible for putting together Bill of Materials packages for production

Volunteer Activities:

Served on both Elementary and Middle School PTA Board. I was responsible for organizing two staff luncheons each year along with three student “fun days” held as a lunchtime activity. Served two years on Elementary School PTA Executive Board. Organized and executed Elementary School participation in “Operation Schoolbell”. A program where children in need are supplied with clothes, toiletries, shoes and school supplies. Have been in charge of various other outreach activities including food drives, and outreach to families in crisis (death/illness).

Software

Proficiency with Microsoft applications including Outlook, Word, Excel, and Powerpoint. Experience with Act! database management. Hotdocs.

Education

Umpqua Community College, Roseburg, OR
Linn Benton Community College, Albany, OR