Ashley Kindall

17 SE 127th Ave, #4, Portland, OR 97233, (208) 407-3532

Summary of Qualifications

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| --- | --- |
| * Friendly and professional * Organized and detail oriented * Multi-tasker * Microsoft Word, Excel, PowerPoint, Outlook * Proficient in Tabs and Sage Timeslips - bookkeeping software * Proficient transcription and word processing * WordPerfect | * Correspondence –written and verbal * Data entry * Proper phone etiquette * Appointment scheduling * Problem solving * Ability to format pleadings * Knowledge of the Court system * GWAM 85 wpm * Filing / records management * 10 Key |

Education

University of Phoenix Online University

**Bachelor of Science in Psychology** 11/2010 - present

3.86 GPA

Milan Institute Boise, Idaho

**Legal Administrative Assistant program** Certificate Received

4.0 GPA

Experience

**Speak Write** Portland, Oregon 06/2012 – 12/2012

Legal Transcriptionist

* Transcribe letters, pleadings, and document summaries

**Saetrum Law Offices** Boise, Idaho 06/2007 – 06/2012

Legal Administrative Assistant

* Customer Service
* Writing letters
* Formatting Documents
* Organizing/Filing
* Data Entry
* Answering Phones

**Chicago Connection** Meridian, Idaho 05/2007 – 03/2011

Waitress

* Customer Service

**Only One Dollar** Garden City, Idaho07/2006 – 05/2007

Shift Supervisor

* Cash Register
* Data Entry
* Customer Service
* Answering Phones

**USDA Forest Service** New Meadows, Idaho04/2005 – 06/2006

Clerk

* Customer Service
* Answering Phones
* Filing
* Organizing

references

Available Upon Request