**Jeniree R. Inirio**

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Phone (954) 882-1640

Jen.Inirio@gmail.com

**Profile**

Bilingual: English and Spanish

Education: Currently attending Portland Community College

Determined, Quick Learner, Detailed Oriented, Exceptionally Organized, Excellent Problem Solving Skills, and Great Verbal and Written Communications Skills.

Proficient in MS Word, Word Perfect, Amicus 2009, QuickBooks Pro, Document Transcribing, Tabs 3, Juris, Time Matters, Amicus, Time Slips, Excel, Powerpoint, Outlook, Novell GroupWise, Internet Research and Electronic Communication.

Type 65-75 wpm.

**Work experience**

**Squires & Associates, P.C.** Portland, OR

Criminal (Felonies and Misdemeanors) and Personal Injury Law

November 2009 to Present

**Bilingual Legal Assistant**

Prepare criminal files for Call, Drug Call, STOP, Pre-Trial Conferences, attorney/client meetings, etc. Manage and update attorney calendar. Schedule meetings and telephonic conferences for the attorneys. Schedule and arranged interpreters for hearings. Draft correspondence to clients in Spanish and/or English. Maintain and organize all case files. Prepare evidence for trial, both in Personal Injury and Criminal cases. Prepare documents in response to request for production of documents. Maintain constant communications with all clients. Prepare arbitration documents and Prehearing Statement of Proof. Arrange meetings with Spanish speaking clients educating them on Independent Medical Examinations, Depositions; and also with the criminal clients to educate them on what will happen at court hearings. Request medical records to prepare demand letters. Handle office duties such as, answering phones, court run and other needed help around the office. Request medical and billing records to provide to insurance companies and to evaluate the value of a case.

**Work hiatus due to relocation**

September 2008 to October 2009

**Bernstein, Chackman, Liss & Rose** Hollywood, FL

Insurance Defense, Personal Injury and Business Litigation

March 2008 to September 2008

**Administrative Assistant/Accounts Payable**

Created format and style of new cases using multiple different programs. Coordinated and obtained proper authorizations in opening complex case files. Entered and updated answer to Complaints and other responses in principal and responsible attorney calendar. Entered and maintained costs for each case file. Entered and maintained expenses for each case file. Provided attorneys with costs and expenses reports for hearing purposes. Assisted Billing Manager to verify and submit invoices. Submitted billing invoice batches to Insurance Company for approval and payment. Submitted billing invoices using paper forms to client where applicable. Communicated billing issues to Billing Manager. Followed up on billing issues until resolved. Disbursed payment to merchants providing services in cases. Communicated with clients for disbursement of payments to vendors providing services for case when required by client. Reconciled payments, charges, write-offs and adjustments. Maintained rates, codes and other administrative areas of database. Maintained and organized all costs and expense files.

**Law Offices of Bohdan Neswiacheny** Fort Lauderdale, FL

Insurance Defense and Employment Law

October 2007 to February 2008

Position eliminated due to down sizing

**Legal Assistant**

Managed and updated attorney calendar with discovery deadlines, answers, meetings and other various engagements. Scheduled client meetings and telephonic conferences. Scheduled and arranged depositions and hearings with Courts and all parties involved. Scheduled and arranged interpreters and/or Court Reporters for hearings and/or depositions. Created Notices of Hearing, Notices for Deposition Duces Tecum and other straightforward notices. Created simple motions such as: General Request for Production of Documents, General Interrogatories, Request for Admissions and other motions. Entered costs and expenses for all case files. Drafted basic correspondence to opposing parties, witnesses or clients. Maintained and organized all case files. Prepared evidence for trial. Prepared documents in response to request for production of documents. Communicated with clients with updates of case findings. Transcribed audio tape to document.

**WardKim LLLP** Fort Lauderdale, FL

Commercial Litigation and Personal Injury

August 2005 to September 2007

**Legal Assistant/Administrative Assistant**

Responsible for being the front-line contact for all communications in the firm. Assisted both founding Partners and two associate attorneys. Maintained and organized all case files. Created notices for hearing, depositions and other uncomplicated notices. Created format and style of all new cases using several different programs. Entered and maintained contact information. Entered and maintained all case files. Calendared answers to Complaints, Response to Interrogatories and/or Request for Production of Documents and calendar other significant dates in responsible attorney’s calendar. Entered, maintained and tracked all costs and expenses for all case files. Provided attorneys with costs and expenses reports for hearing purposes. Drafted basic correspondence to opposing parties, clients and/or vendors. Communicated with clients to schedule meetings or telephonic conferences. Transcribed audio tape to documents. Prepared documents in response to Request for Production of Documents. Handled all administrative tasks such as: Prepare, proofread and submit all invoices to clients for payment. Communicated billing issues to managing partner and followed-up on issues until resolved, disbursed payments to vendors for services in case files, reconciled payments, write-offs and adjustments, make all client payment deposits and keep all administrative files up-to-date. Reconciled all bank accounts, credit card and trust accounts. Disbursed payments for overhead of firm. Maintained office and ordered all office supplies. Prepared reports for weekly meetings for case updates, Accounts Receivable and collections clients.

**References**

Upon request