**McKinzie L. Myszka-Foth**

10140 N. Hudson Street Portland, Oregon 503-289-2944 mckinziemyszka@yahoo.com

**Objective** My ultimate career goal is to enter an office environment specializing in clerical assistance, data entry, scheduling and any other projects that may arise. I am very outgoing and sincere person and would enjoy a position where my skills and personality fit and are allowed continued growth.

**Experience** Litigation Assistant

Elliott Ostrander & Preston P.C., Portland OR

9/10-4/12

* Coordinate client appointments and organize meetings with responsible parties, associated personnel and courts.
* Contact persons or organizations relating to file for pertinent information and follow up, including billing and ledger accounts.
* Intake of client information including case information, payments, and direct to the proper attorney.
* File court pleadings electronically, by mail, and in person.
* Open, edit, and merge billable hours with Time Matters, CLAS and other computer programs.
* Answer incoming calls, take messages, sort and scan all incoming mail.
* Monitor and maintain conference room calendar and appearance.
* Finalize client letters, file documents and pleadings, and meter postage.
* Open, edit, and close in house paper files, billing accounts, and ledger databases using Microsoft Office and QuickBooks software.
* Maintain office and building maintenance including ordering and stocking supplies, scheduling contractors and vendors, and updating law library.

Receptionist

Gaylord Eyerman Bradley, P.C. Portland OR

08/08-09/10

* Greet clients and take their intake information.
* Answer incoming calls on 13 line system, take messages for three attorneys, schedule client appointments, and sort all incoming mail.
* Monitor and maintain conference room calendar for all building tenants.
* Finalize client letters, file documents, bate stamp records, and meter postage to assist three legal assistants.
* Open and close in house paper files. Scan and create electronic records of closed files.
* Maintain client account ledgers and format end of quarter client statements for bookkeeping.
* Maintain office and building maintenance including ordering and stocking supplies and scheduling contractors and vendors.
* Notary Public

Referral Support

Gray and Associates LLP, Milwaukee WI

03/07-08/08

* Download client referrals through internet vendor sites, fax, and email.
* Document new file information on internal client system and Time Matters. Assign new referrals to analysts who then open the file.
* Faxing referral notification and continuing communication with clients on status of files and updating as necessary.
* Assign open file to Action Starts who proceed with the Summons and Complaint.
* Filing, reception, and other general office responsibilities.

Customer Service Associate

H & M Corporation, Glendale WI

07/06-03/07

* Provide customer service in a sales atmosphere.
* Change displays, signs, and other advertising.
* Answer calls and take messages.
* Maintain and modify stock.

**Education** D.C. Everest High School, Schofield WI

Graduated May 2004

Oregon State University

Online Environmental Sciences and Education

09/2009-Current

Oregon State University

Master Gardener Certificate

**Interests** In my free time I enjoy biking, hiking, and all varieties of yoga. I maintain a large home garden including many vegetables, fruit, and herbs. I also like to read, play with my dogs and cat, and compete in local 5k and 10k runs.

**References**

Sara Henderson

PSU Student

Personal/Field Work

(859) 420-5865

Cary Breashers-Bean

Legal Assistant

Gaylord Eyerman Bradley, P.C.

(503)577-1982

Athena Zannis

Legal Assistant

Gray & Associates

(850) 305-4560