**(360) 901-1582** **RESUME OF LEA DAMICO <leadamico@gmail.com>**

**LEGAL ASSISTANT TO ATTORNEY KARIN DEDONA: July 1, 2008 to Present**

**KARIN DEDONA LAW FIRM – Vancouver, WA**

**As Legal and Administrative Assistant to Karin DeDona, Attorney at Law, I assist her in her Family Law private practice with legal assistance for client needs, case file management and the administrative operations of the law office including the operations of the Law Office during her absence.**

**DUTIES INCLUDE:**

* **Strong, daily interaction with clients, the public, attorneys and other agencies for client case demands.**
* **Providing attorney supervised client case assistance, preparation of legal documents and researching of client case needs.**
* **Interviewing of potential clients for consultation with attorney.**
* **Assistance with managing client funds, billing, collection and depositing of client’s account funds.**
* **Interactions with Clark Superior Court system: obtaining Ex Parte Judge’s signatures on Orders, interfacing with Court Administration, Judicial Assistants and the Clark County Clerk’s office for client case needs and for filing and conforming documents with the Court.**

**QUALIFIED MYERS-BRIGGS (MBTI)**® **TYPE PRACTITIONER**

**QUALIFIED TO ADMINISTER THE MBTI®PSYCHOLOGICAL TYPE INDICATOR TOOL:** utilized for assessing the cognitive function patterns of the brain through a self-report inventory which is widely used as a Personality Type Instrument and also used in Team Building in Corporate environments. Obtained:  **MBTI® QUALIFICATON & INTERSTRENGTH CERTIFICATION TRAINING PROGRAM,** through **INTERSTRENGTH ASSOC.,** Huntington Beach, CA:

**LICENSED WASHINGTON REAL ESTATE SALES PERSON** **(Licensed 11/04 – Currently Inactive can be reactivated)**

**ADMINISTRATIVE ASSISTANT TO DIRECTOR OF SCIENTIFIC INFORMATION SERVICES**

**NERCO MINING COMPANY -** Portland, Oregon

* Administrative support to the Director and his technical computing staff.

**EXECUTIVE ADMINISTRATIVE ASSISTANT TO VICE PRESIDENT**

**WESTERN OCEANIC, INC.** -Houston, Texas

* Performed variety of administrative specialized tasks to assist the Vice President of Offshore Drilling-Oil and Gas. Responsible for sustaining administrative operations during Vice President’s frequent travels and interfacing with top level executives. Prepared department’s profit estimate and monthly expenditures.

**EXECUTIVE SECRETARY TO SENIOR VICE PRESIDENT**

**KIRBY FOREST INDUSTRIES, INC.** - Houston, Texas

* Provided administrative assistance and secretarial duties for Senior Vice President. Assisted Senior Vice President with special projects dealing with the profitable utilization of the company’s land and resource management

**EXECUTIVE SECRETARY TO VICE PRESIDENT OF NATIONAL COMMODITY DEPARTMENT**

**E.F. HUTTON and CO., INC.** - Chicago, Illinois

* Provided administrative and secretarial support to Vice President of E.F. Hutton’s National Commodity Department and was responsible for overseeing office clerical and administrative work distribution. Became a **LICENSED COMMODITY FUTURES TRADING ASSOCIATED PERSON** upon passing the **CHICAGO BOARD OF TRADE and MERCANTILE EXCHANGE EXAM.**

**LICENSED ILLINOIS REAL ESTATE SALESPERSON-** **CENTURY 21**, Chicago, Illinois

**ADMINISTRATIVE ASSISTANCE and CUSTOMER SERVICE REPRESENTATIVE**

**ILLINOIS BELL TELEPHONE** - Elmhurst, Illinois

**Customer Service Business Office** - **Customer Service Representative and Secretary to the Manager of Central Office Maintenance:** Acquired Bell System Training for specialized organizational, customer service and sales techniques.