**Diana Maya Correa**

Beaverton, OR 97006

971.732.6356

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**Objective:** With my current knowledge and my eager to learn, my goal is to work for a Company that will allow me to expand my knowledge, and experience to become a productive asset.

**Experience:** ○ January, 2013 – Present. Immigration Legal Assistant

Courtney A. Carter Attorney at Law.

○ June, 2009 – June, 2012. Immigration Legal Assistant

Ruben Rivera at Law Office of Ruben Rivera, PC.

○ June, 2006 – June, 2009. Family Law Legal Assistant

Attorney James D. Church, Attorney At Law.

○ 4/2005 – 4/2006, Manufacture Technical

Intel, Kelly Services.

○ 6/2004 – 4/2005, Library Aide

County of Los Angeles Public Library

East Los Angeles Public Library.

○ 6/2002 – 6/2004, Library Page

County of Los Angeles Public Library

Huntington Park Public Library.

**Skills:** Microsoft office: Lawlogix, Word, Excel, Point, Outlook, Google docs, and Technical Service that include OJIN, ACS, SAM and Catalog.

**Language:** English and Spanish

**Education:** Huntington Park High School graduate and 2 years in East Los Angeles College.

**Summary:** I have always worked in a fast paced. Customer service environment where safety and team work have been key factor. I am willing to take ownership when issues arise and am a responsible trustworthy individual. My employment attendance record has always been excellent. I am willing to work where ever and wherever I am needed while display a positive attitude and have demonstrated in all my positions.

**Reference:** Available upon request.