| Alexandra Lopez |
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| ObjectiveSummary | To obtain a position that will allow me to utilize the skills I possess and help me further my knowledge in the legal field.   * Strong customer service background and office experience. * Proficient in the use of Microsoft Office and 10-key. * Ability to work independently and deal with matters in a confidential manner. | |
| Education **Commissions**  **Skills**  **Experience** | Portland Community College - Portland, Oregon - Completion: 8/2014  **Associate of Applied Science**, ABA approved Paralegal Studies  Oregon Notary Public (Commission expires February 24, 2017)   |  |  |  |  | | --- | --- | --- | --- | | * Customer Service | * 65wpm Typing Speed | * Multi-line Phones | * Data Entry | | * Microsoft Office | * Processing Payments | * Ordering Supplies | * Filing |   **McCarthy & Holthus, LLP**, Portland, Oregon, 1/2013 – 6/2013  *Judicial Default Receptionist*   * Answered all incoming calls and routed them accordingly * Received all mail, opened, scanned in, and updated client systems as needed * Assisted with outgoing mail * Managed attorney’s calendars * Provided backup to the legal assistants * Handled all front office tasks assigned by attorneys * Greeted and signed in all visitors, including clients, vendors, and borrowers     **Best Buy**, Tualatin, Oregon, 10/2011 – 2/2012 | |
|  | *Customer Service Specialist*   * Returned and exchanged products for customers * Processed credit card applications * Handled POS transactions * Answered incoming calls and assisted with sales over the phone * Helped customers troubleshoot/understand their new electronics   **Lopez & Associates Law Office**, Phoenix, Arizona, 2/2009 – 9/2011  *Assistant*   * Prepared documents for the attorney’s daily schedule * Filed cases with the courts * Typed up and proofread documents * Ran office errands * Assisted with all daily office tasks such as filing and faxing   **ABC Medical Billing**, Phoenix, Arizona, 6/2010 – 8/2011  *Data Entry Specialist*   * Received and sorted all incoming mail * Prepped mail for the next step in the billing process * Logged in all new doctors’ bills * Updated patient demographics in the medical billing software, Sequelmed * Frequently corresponded with doctors to obtain missing documents |
|  | **Best Buy**, Tucson & Phoenix, Arizona, 3/2009 – 11/2010  *Customer Solutions Specialist*   * Returned and exchanged products for customers * Processed credit card applications * Handled POS transactions * Answered incoming calls and assisted with sales over the phone * Helped customers troubleshoot/understand their new electronics |
|  | **Adams & Associates**, Tualatin, Oregon, 2/2008 – 8/2008  *Temporary Services Associate*   * Filled in as various front office positions for several companies * Managed multi-line phone systems * Greeted patients * Scheduled appointments * Leased apartments * Handled filing, faxing, and payments * Ordered supplies as needed   **Best Buy**, Salem, Oregon, 10/2007 – 1/2008  *Customer Service Representative*   * Returned and exchanged products for customers * Processed credit card applications * Handled POS transactions * Helped customers troubleshoot/understand their new electronics |