**Vita ZAMEDYANSKiy**

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| **objective:** | | |
|  | | To obtain a legal assistant position in a professional legal office setting while completing my college degree |
| **Experience:** | | |
|  | **09/10-12/11 Shapiro & Sutherland LLC Vancouver, WA**  ***Legal Assistant***   * Organized/filed contracts and documents contracts and invoices * Distributed incoming and outgoing mail * Scan photocopy, confirm publications and postponements * Request fees and file * Opening and closing cases * Every day, work load reports with daily tasks * Miscellaneous tasks such as: labeling and organizing docs   **4/10 – 5/10 Miller Nash Law Firm**  **Vancouver, WA**  **Clerical Assistant**   * Answered and directed phone calls on a multi-line telephone system * Assisted attorneys and secretaries with locating files * Prepared conference rooms for meetings with attorneys and clients * Typed/merged professional client correspondence letters * Assisted with opening and closing cases, checked conflict of interest * Transcribed attorneys’ memos/notes   **12/09 – 04/10 Southwest Washington Medical Center Vancouver,** WA  ***Firstenberg Reception Desk***   * Provided outstanding service by escorting and walking visitors to their destination * Answered telephones, provided wheelchair assistance and collaborated with SWMC Lobby Concierge staff with errands and tasks * Provided the highest standard of excellence in customer service * Professional communication with patients and co-workers | |
| **education** | | |
|  | 06/11-12/11 Clark College Vancouver, WA   * Paralegal Program, expected graduation: June 2014   09/07 – 06/11 Evergreen High School Vancouver, WA   * General studies, graduation: June 2011   09/07 –06/11 Clark County Skills Center Vancouver, WA   * Legal Medical Office Applications I & II * Average 3.5 GPA | |
| **Special skills and abilities** | | |
|  | Computer proficient, Windows environment, Word, PowerPoint, Outlook, Excel, Adobe, writing/reading, 40 wpm, business correspondence, proofreading, professional self development, grammar skills, detail oriented, telephone skills, HIPAA, flexible, filing, 10 key, organizing, willingness to help out others, team player, tri-lingual: Ukrainian, Russian, and English, records of perfect attendance | |
| **references** | | |
|  | Available upon request | |

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