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| Taylor Miller |  |
| 4050 SW 107th Avenue, Beaverton, Oregon 97005 |
| (503) 858-5555 ▪ taylmiller1@gmail.com |  |

Objectives

To obtain a paralegal position where my skills, education and experience will allow me to contribute to the success of the firm.

Experience

Member Services Representative

▪ 01/2012 – Present and 05/2009-08/2009

Hilton ▪ 921 SW 6th Ave, Portland, Or

* Provided front desk support in the Athletic Club
* Answer and screen phone calls
* Scheduled Appointments
* Maintained the Athletic Clubs Social Networking page
* Prepared membership files and obtained member information
* Used special computer programs to input personal information and billing
* Won Team member of the month, nominated twice, also nominated for the Spirit Award

Sales Associate ▪ 05/2011 – 01/2012

Nike, Inc. ▪ 61300 S Highway 97, Bend, Or

* Provided customer service using knowledge of Nike products
* Processed returns, orders and shipments
* Stocked and maintained sales floor

Sales and Customer Service Representative

▪ 05/2010 – 08/2010

NW Direct Marketing ▪ 15400 NW Greenbrier Pkwy, Beaverton, Or

* Handled inbound and outbound customer service calls
* Processed insurance claims
* Met and exceeded daily and weekly goals

Sales Associate ▪ 06/2008 – 08/2010

Target ▪10775 SW Beaverton-Hillsdale Hwy, Beaverton, Or

* Used cash register to process transaction
* Worked with a large team to enhance customer visits
* Promoted retail sales

Skills

* Computer Skills: MS Excel, Word, Access, Outlook, PowerPoint, Lexis Nexis, Westlaw, Scanning, PDF documents,
* Drafting Legal Documents, letters and pleadings
* Calendaring and Docketing
* Multi-Line Phone System
* Medical Terminology

Education

Portland Community College

9/2013 ▪ AAS, Paralegal Studies

* Presidents List
* Dean’s List
* Classes Included: Law Office Management, Bankruptcy Law, Techniques of Interviewing, Intellectual Property Law, Torts and Personal Injury and Legal Research.

References

Beth Higgin

Manager

Hilton Athletic Club

921 SW 6th Ave

Portland, Or 97201

503-220-2672

[Beth.higgin@hilton.com](mailto:Beth.higgin@hilton.com)

Sonya Bedient

Coach

Winterhawks Skating Center

503-407-6692

Leslie Cofield

Social Services Manager

Provided Childcare Services

503-244-6195