

Alexandra K. FitzGerald

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118 Holland Street Apt 2 Somerville, MA

Education

Emerson College

Bachelor of Arts, December 30th, 2012

Major: Writing for Film and Television

Magna Cum Laude

Boston University

Paralegal Certificate, March - June 2014

Software Skills: Microsoft Office Suite, Adobe Illustrator, Photoshop and InDesign

Legal: WestLaw, Rainmaker (Aderant), ARCS 2G

Work Experience

Casner & Edwards LLP, Boston, MA

Administrative Assistant

September 2013-November 2014

- +Assist in tracking and managing billing/collections
- +Support paralegals
- +Legal filing and conflict checks/client intake
- +Switchboard support and scheduling
- +Storage - indexing and preparation

Bon Me Foods, LLC, Boston, MA

Manager

Assistant Manager of Operations

March 2012-August 2012

March 2013- September 2013

- +Managed hectic shifts and scheduled and oversaw 20 employees
- +Develop new systems for a thriving small business
- + Assisted in overseeing of three trucks (maintenance, safety (OSHA compliance))

FilmNation Entertainment, Los Angeles, CA

Intern, September 2012 - December 2012

- +Office Assistant
- +Read and Summarized scripts/books
- +Provided creative input for projects in development

Styleboston (WCVB Channel 5), South Boston

- +Research segments and break down critical facts for the host
- +Write guest introductions, conscious of potential segments hooks and promotional material

Birch Street Bistro, Roslindale, MA

Server, May 2010 - April 2011

- +Effectively communicate food and wine knowledge
- +Time Management
- +Hospitality

References available upon request.