

Alvin D. Lackard

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EDUCATION

Newbury College

Bachelor of Science; Legal Studies | Minor in Business

- Dean's List with Honors

Brookline, MA

Expected May 2015

September 2011-Present

SUMMARY OF QUALIFICATIONS

- Ability to work with paralegals and attorneys
- Can operate without necessary supervision
- Strong leadership, customer service and great communication skills
- Willing to be flexible on job, and help out with workload whenever needed
- Familiarity with legal terminology, contracts, and other legal documents
- Excellent research skills and knowledge of and ability to use legal materials
- Excellent organizational skills, and very detail oriented
- Proficient in Microsoft Word, Excel and PowerPoint

PROFESSIONAL EXPERIENCE

Law Office of Michael W. Zinni | Newton, MA

Legal Intern

January 2015-Present

- Organize client files by filing, medical records, and correspondence
- Utilize Paperport for scanning and Microsoft Word to track and/or distribute medical records and authorization release request forms
- Call hospitals to check on the status of medical requests,
- Monitor phone calls and take messages from clients and insurance adjusters

Courtyard Marriott | Brookline, MA |

Bistro Server

July 2014 – Present

- Prepare food and beverages and maintain a stocked work area
- Serve food and beverages, and handled payments
- Practice safe work habits according to MSDS and OSHA standards
- Count out cashier tray and complete designated cashier reports

Newbury College Media Services | Brookline, MA

Student Assistant

October 2013 -Present

- Create inventory list and media service memos using Google and Microsoft applications
- Manage and process Media Request Forms, emails and Polycom phones
- Use OLC (Newbury College's inventory database system) to check in/out media equipment for students
- Pick-up/deliver media equipment/supplies and set up projectors and screens for on-campus events

Newbury College IT Department | Brookline, MA

Student Assistant

October 2011 -February 2013

- Picked-up/delivered computer equipment/supplies
- Issued tracking and reception work
- Installed software for systems boards

ACTIVITIES & INVOLVEMENT

Hartford Young Life Group

Volunteer

November 2010 – Present

Newbury College Basketball Team

Member

November 2012- Nov. 2013

Newbury College Cross-Country Team

Member

October 2012-Nov.2013

Newbury College Student Council

Board Member

September 2011 –May 2012

Newbury College Admissions Office

Volunteer Tour Guide

October 2011

Hartford Public Library

Volunteer

January 2011