**Alvin D. Lackard**

129 Fisher Avenue | Brookline, MA 02445 | (860)-938-7205 | [alvin.lackard@newbury.edu](mailto:alvin.lackard@newbury.edu)

**EDUCATION**

**Newbury College** Brookline, MA

*Bachelor of Science; Legal Studies | Minor in Business* Expected May 2015

* Dean's List with Honors 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 phones calls and take messages from clients and insurance adjustors

**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