

Jenny Tackett

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Bristol, CT 06010
860-278-6117

Objective Statement

To obtain an externship as a paralegal with an opportunity for permanent job placement after graduation.

Education

Branford Hall Career Institute, Southington, CT

Paralegal, November 2011- Present

GPA 3.67

WPM 54, Excellent customer service skills. Thorough knowledge of Computer Programs: Microsoft Word and Excel;

Lois law, Judicial website reaserch and Time Matters

Jacksonville Community College, Jacksonville, FL

Nursing Program, 37 credits earned

Legal Experience

Administrative Assistant

April 2003 - October 2005

Kearns & Kearns

West Hartford, CT

Specializes in elder care law including trusts, asset protection, medicaid applications, and probate administration.

- Worked effectively with all levels of staff including legal assistants, paralegals, attorneys, and clients.
- Coordinated and scheduled meetings with clients and attorneys.
- Maintained a positive and professional attitude with a variety of clients in highly charged emotional situations.
- Handled confidential financial information.
- Managed heavily trafficked telephone lines.
- Directed procurement of supplies.
- Opened and sustained new files.

Additional Experience

Cashier

March 2008 - April 2009

Larry's Two

East Hartford, CT

- Provided good customer service. Rang up customer purchases, maintained inventory, and kept the store neat and clean.

Cashier

August 2007- January 2008

Circle K

Burlington, NC

- Rang up customer purchases, maintained inventory, kept the store neat. Required to keep up in a fast paced environment. Served a diverse customer population.

Administrative Support

May 2006 - October - 2006

A & R Staffing

Burlington, NC

- Scheduled shipping and receiving orders and organized logistics. Responsible for answering multiple- line phones. Responsible for faxing over orders from corporate office to warehouse. Dispatched trucks to pick up orders from companies warehouse and directly from vendors. Processed payments from customers and followed through with shipments.

Assistant Production Coordinator at ESPN

May 2002 - September 2002

Kelly Services

Farmington, CT

- Maintained accurate production schedules for executives attending a variety of sports related events. Handled invoice and expense report coding for accounts receivable. Reviewed and verified employee time records.

