

Takiya L. Green
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OBJECTIVE: To obtain a responsible and challenging position which will allow me to utilize my customer service and administrative skills.

EDUCATION: **Gateway Community College, New Haven, CT**

- Associates Degree, September, 2007

Branford Hall Career Institute, Branford, CT

- Paralegal (Certified), May, 2012

EXPERIENCE:

3/12 – 5/12

**Holler Law Firm, Milford, CT
(Intern) Legal Assistant**

- Entering client information into the system, updating system documents
- Answering Telephones, calling clients, taking client phone intakes
- Preparing client letters Large mailing projects, UPS and US mail, postage machine, faxing, scanning.

01/09- 10/10

**Family Care Visiting Nurses, Stratford, CT
Medical Records Coordinator**

- Responsible for all patient changes, admissions
- Data Entry
- All other duties as assigned

10/08–01/09

**Gartner, Inc., Trumbull, CT
Customer Service (Call Center)**

- Answering telephones (up to 150 calls a day)
- Answering emails from clients
- All other duties as assigned

6/08 – 8/08

**Office Team (Temp Agency), New Haven, CT
Licari, Walsh, Sklaver**

- Filing, Clerical
- Answering telephones
- Large Mailing Projects, Postage Machines, UPS and US Mail

Avalon Huntington

- Filing, Clerical
- Answering telephones
- Greeting clients, touring

10/07– 5/08 Catering Sales Coordinator, Shelton Courtyard by Marriott, Shelton, CT

- Filing, Clerical
- Answering telephones
- Booking meeting space, corporate and social events

6/07 – 10/07 Legal Assistant, Weinstein, Weiner, Ignal, Napolitano, Shapiro, Bridgeport, CT

- Filing
- Closing/opening files
- Answering telephones to clients
- Assisting attorneys with various projects

1/06 – 6/07 Sales and Marketing Coordinator, Omni New Haven Hotel, New Haven, CT

- Responsible for bookkeeping (end of month numbers)
- Answering telephones
- Responsible for inventory for department (including all ordering for department)
- Responsible for corporate account contracts (typing and revising definite and tentative bookings)

2/05 – 1/06 Sales Receptionist/Administrative Assistant, Omni New Haven Hotel, New Haven, CT

- Answering telephones to clients
- Responsible for maintain all office equipment
- Performed numerous excel and word processing duties

6/02 – 8/04 Receptionist (Summer Job), Southern Connecticut State University, New Haven

- Completed filing and archiving
- Performed various Word Processing duties
- Answered telephones

Typing Skills: 55-60 wpm

Skills Microsoft Word, PowerPoint, Excel, Outlook, Westlaw, LoisLaw,

Additional Skills Drafting legal documents, E-filing, preparing HUD forms, Display Soft

References: Available Upon Request