Maria Karabetsos

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(860)462-2629

**WORK EXPERIENCE**

Oce Business Services Inc.

Records Specialist

10/2009 – 02/2010

* Provided administrative duties to attorneys and support staff.
* Close out files and prepare for offsite location.
* Assist as a back-up for Receptionist.
* Filed Correspondence, reports, memos, documents in accordance to filing system.
* Performed office support, opening and sorting mail and processing outgoing mail.

Bingham McCutchen LLP

Records Specialist

12/1999 – 07/2008

* Processed conflict inquiries.
* Receive, review and input new referrals in system.
* Maintain file location in system.
* Close out files and prepare for offsite location.
* Performed a variety of clerical and/or data entry functions.
* Filed Correspondence, reports, memos, documents in accordance to filing system.
* Ordered office supplies.
* Assist as a back-up for Receptionist.

O’Connell Flaherty & Attmore LLC

Receptionist

08/1993 – 11/1999

* Primary receptionist for PBX switchboard system.
* Input attorney timesheets.
* Maintaining incoming and outgoing facsimiles for attorneys and support staff.
* Close out files and prepare for offsite location.
* Performed a variety of clerical and/or data entry functions.
* Filed Correspondence, reports, memos, documents in accordance to filing system.
* Ordered office supplies.
* Assist as a back-up for Receptionist.

SKILLS

* MS Word 2010, MS Excel, MS Outlook
* WordPerfect, Windows 07, Accutrac
* Imanage, Meeting Room Management

REFERENCES

* Jamie DeRienzo - Bingham McCutchen LLP – (860)240-2991
* Debra Allan-DeVenroe – Bingham McCutchen LLP – (860)240-2882
* Justine Bryant – Hunt Leibert, Jacobson - (203) 843-6484