EXPERIENCE

|  |  |
| --- | --- |
| Billing Coordinator, Murtha Cullina LLC, Hartford, CT | September 2007- May, 2009 |
| Managed the firm’s billing department including setup of client accounts and coding   Trained secretarial staff and associates on the firm’s overall billing process   Developed ad hoc reports via Elite Enterprises, Crystal Reports and SQL Server   Assembled complex client billing data and prepared invoices on a daily and monthly basis   Reconciled discrepancies and implemented new invoicing procedures   Handled client inquiries to insure satisfaction   Tracked all e-billing accounts, prepared and submitted all e-billing invoices   Provided support for IT, Accounts Receivable Department and Director of Finance | |
| Billing Specialist , Brown Raysman Millstein Felder and Steiner, Hartford, CT | February 2005 - September 2007 |
|  Managed client’s interest bearing escrow accounts, IOLTA accounts and associated wires   Set up new clients and associated matter accounts   Collection activities such as sending follow-up inquiries and making friendly phone calls   Edited, prepared, mailed and electronically filed all client bills   Received, deposited and allocated all payments by clients | |
| Legal Secretary/Leasing , Reid and Riege, Hartford, CT | June 2001- Oct. 2002 |
|  Maintained clients’ leasing database and related filing systems   Prepared and filed correspondence, memos, reports   Screened incoming calls   Recorded and distributed incoming mail   Entered attorney time sheets for billing purposes   Provided advanced level support in Microsoft Word, Excel and PowerPoint | |
| Accounting, Berman and Sable, Hartford, CT | April 2000 - June 2001 |
|  Entered all attorney time sheets   Prepared pre-bills, proofed and mailed out final statement for clients   Ran month end reports   Filled in for receptionist   Overflow of secretarial work   Prepared correspondence to clients   General filing duties | |

EDUCATION

|  |  |
| --- | --- |
| Asnuntuck Community College, Enfield, CT  Web Designer Certificate  Computer Programming Certificate | Spring 2011-Present |
| New Horizons, Hartford, CT  Studies focused in database implementation and management, T-SQL for SQL Server 2005 and Crystal Reports. | October 2009 – January 2011 |
| Data Fusion Technologies, Boston, MA  Completed Introduction and Advanced SQL for Elite Enterprises, with emphasis on the data warehouses and ad hoc reporting. | Completed October 2008 |
| University of Connecticut, Storrs, CT  Paralegal Certificate Program | Completed July 2004 |

ACTIVITIES

I am currently working on Websites for friends and non-profit organizations. I love to paint and enjoy using photoshop for my compilations.

SOFTWARE SKILLS

Microsoft Office 2010, Dreamweaver, NetBeans, Flash, Photoshop, InDesign, Illustrator, PHP, MySql, Java, XHTML, CSS, C#, Microsoft SQL Server 2005 & 2008, Visual Studios, CMS Open, Workflow, Elite Enterprises, Timeslips, I-Manage, Crystal Reports, Pyramid, Peachtree, DSL, Timekeeper.