Professional Profile

Career Objective

I plan to continue my education with an on-line program where I will receive my B.S. in Paralegal Studies. During my career I will utilize and develop my professional and paralegal skills; to take satisfaction in the work I am doing and achieve all goals in a timely manner.

Personal Profile

Administrative support professional offering resourceful paralegal skills and proficiency in Microsoft Office programs. Attended an American Bar Association approved legal program, which gave me knowledge in business and corporate law. I am strong in planning and problem solving. I easily adapt to change and can work independently and in a team to exceed all expectations. Without compromising quality, I can handle multiple priorities and meet tight deadlines.

Skills Summary

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| --- | --- |
| * Office management * Records management * Database administration * Inventory clerk * Event management * Microsoft Office(including: Excel, PowerPoint, Access & Outlook) | * Calendaring * Front-desk reception * Travel coordination * Accounts receivable * Customer service * Legal software(Westlaw, lexisnexis, loislaw) |

Professional Experience

Legal Internship – The Law offices of Norman J. Voog, Ridgefield, CT

02/2010-04/2010

* Assisted Paralegal with daily office task
* Answered phone and delivered detailed messages to attorney's
* Composed letters to attorney's and clients
* File management
* Legal research for composing legal documents
* E-filing

The Children's Corner-Ridgefield, CT Early Education Assistant

04/2008-07/2010

* Provide daily experiences/activities which stimulate physical, social, emotional, and

cognitive growth and develop language and literacy skills of young children through the use

of developmentally appropriate practices and curriculum that are based on each child’s

developmental progress and needs;

* Promote positive self esteem in children and motivate children toward a positive attitude for

learning;

* Follow routines daily which help children keep themselves and others, healthy and safe

such as hand washing, toileting, and appropriate classroom management

techniques;

* Assess the development status of each child on a regular basis through observation and

various appropriate recordkeeping techniques, writing progress reports and education plans

as necessary;

* Comply with and use of the National Association for the Education of Young Children

(NAEYC) and the Department of Education Guidelines and Standards for education andpractice/follow them consistently;

* Attend and participate in staff meetings and/or in service training sessions;
* Keep abreast of current theory, research and practices in the Early Childhood Education

field by reading related literature, journals, magazines, etc. as well as taking coursework or

attending workshop seminars annually;

* Keep Program Director informed about any problems, concerns, issues, emergencies,

parent complaints, or equipment needs / repairs;

* Participate in other activities as needed.

Danbury Hospital- Danbury, CT Emergency Room Patient Administration Liaison

04/2006-04/2008

* Handled multifaceted clerical tasks (e.g., data entry, filing, records management and bill payments) as the emergency room administrator. Coordinated travel arrangements for patients, maintained database, and ensured the delivery of premium service to patients. Quickly became a trusted assistant known for “can-do” attitude, flexibility and high-quality work.
* Effectively communicated with patients and insurance companies in order to guarantee hospital received proper payments for doctor services.
* Stayed current with all HIPPA laws, assuring patient confidentiality at all times.
* Helped to transition from paper charting to computerized charting.
* Worked closely with staff to ensure emergency room organization.
* Provided timely, courteous, and knowledgeable responses to information requests; screened and transferred calls, talented multi-line phone service and etiquette.
* Collected and posted payments to hospital database.

The Children’s Corner, Inc. - Ridgefield, CT Operations Director

10/2002-04/2006

* Held an essential administrative role; helping to keep the office organized in areas of student enrollment, records management, accounting, compliance with the department of health, and state licensing regulations. In this position I was proficient in staff management, conflict resolution, organization, customer service, motivation, and leadership. Being focused and energetic was a big part of being completely dedicated to childcare.
* Worked closely with parents to make certain they were aware of all center policies.
* Supervised and scheduled 30+ employees.
* Trained teachers in accordance with Connecticut state laws, made sure all employees had a good understanding of the centers responsibility to the children.
* Assessed inventory needs in both the administration office and classrooms.
* Billed student accounts, collected, and posted the payments.
* Enrolled new students.
* Versatile oral and written communication.
* Records management, filing, faxing, and office organization.
* Impeccable customer service and satisfaction.

Education

Norwalk Community College – Norwalk, CT  
**Associates in Science** Concentration in Paralegal Studies, 2010

**References upon Request**