Sheayla Ann Magnesi

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## OBJECTVE

* To obtain a full time employment utilizing my experience and skills, develop new skills and work towards job advancement.

# PERSONAL PROFILE

* Superior interpersonal communication skills.
* Energetic, detail-oriented, highly organized and enthusiastic.
* Works well independently and as a part of a team managing time effectively.
* Excellent multi-tasking skills and able to work efficiently in a fast-paced environment.
* Exceptional customer service skills; exhibits professional conduct and courtesy in client interactions.

# WORK EXPERIENCE

## *Administrative Assistant/Reception*

* Experienced in heavy client contact; answered multi-line telephone, relayed messages and directed calls.
* Scheduled client and staff appointments on computerized system.
* Responsible for accounts payable and receivable handling large financial accounts.
* Prepared, updated and revised budgets and other office documents for distribution.
* Performed clerical duties such as managing the mail room, filing, faxing, copying and data entry.

##### Case Manager

* Responsible for case management of 50-75 clients in a legal setting.
* Coordinated client intakes; created and updated client files and accounts.
* Maintained close contact with treating physicians and insurance adjusters.
* Gathered medical records and tracked medical costs and unpaid bills related to each clients’ case.
* Composed financial worksheets and demand packages.

## *Legal Secretary*

* Responsible for client management; opened and closed files and answered client questions.
* Assisted in the preparation of legal documents to include various correspondence, wills and release of mortgages.
* Prepared short calendar markings and assisted attorneys with special projects.
* Ensured client confidentiality in accordance with HIPPA practices and/or privacy protocol.
* Provide diverse clerical and secretarial supports to include collections.

# WORK HISTORY

2011-2011 **Administrative Assistant** Atlantic Development and Investments Hartford, CT

2011-2011 **Receptionist, Administrative Assistant** Lauren Staffing Glastonbury, CT

2005-2011 **Receptionist, Office Assistant** Studio 26 East Hartford, CT

2004-2004 **Receptionist, Legal Secretary** Law Offices of William J. Forbes New Britain, CT

2003-2003 **Legal Secretary** Legal Source Agency West Hartford, CT

2001-2002 **Case Manager** Perkins & Mario Injury Lawyers Hartford, CT

2001-2001 **Legal Secretary** James S. Brewer, Attorney at Law West Hartford, CT

1999-2000 **Receptionist, Legal Secretary** Gaffney Kane, PC New Britain, CT

1998-1999 **Receptionist, Legal Secretary** Cohen, Auger, Burns & Hard Hartford, CT

# EDUCATION

2012-present **Criminal Justice Studies** Tunxis Community College Farmington, CT

1998-1990 **High School Diploma** Berlin High School Berlin, CT

## TECHNICAL SKILLS

* Proficient in Microsoft Word, Excel, Wordperfect, Quickbooks, Yardi, Needles, Amicus, and Timeslips.
* Service includes stage management, crew assignments and performing at Repertory Theater of New Britain CT.
* Involved in New Britain Girl Scouts, New Britain Police Explorers, Friendship Center and Prudence Crandall House.

#### REFERENCES AVAILABLE UPON REQUEST