

**TASHA GEORGE**  
**2831 Amber Waves**  
**Lancaster, Texas 75134**  
**(972) 228-4434**

**EDUCATION**

ESS College of Business, Dallas, Texas  
Paralegal, Associate Degree, September 1998

ESS College of Business, Dallas, Texas  
Legal Information Secretarial program, Graduate, March 1993

**QUALIFICATIONS**

Technical Abilities

Microsoft Word, Word Perfect 6.1/Windows, 5.1, Case Management System, Database, Lotus 1-2-3,  
DOS, NEEDLES  
Typing, 70 wpm, Shorthand, 55 wpm  
Machine Transcription  
Notary Public

**WORK HISTORY**

FEE, SMITH, SHARP & VITULLO, L.L.P.

8/05 to present

Legal Secretary

Assist attorneys with preparation of final draft of answers to petitions,  
requests for production, requests for disclosure, responses to interrogatories,  
deposition notices, various motions and deposition summaries via dictation  
Setup cases, make travel arrangements, monitor attorney's calendar

JONES CARR MCGOLDRICK, L.L.P., Dallas, Texas

1/99 to 8/05

Legal Secretary

Assist attorneys with preparation of final draft of answers to petitions,  
requests for production, requests for disclosure, responses to interrogatories,  
deposition notices, various motions and deposition summaries via dictation  
Setup cases and maintain docket sheets

DEHAY & ELLISTON, L.L.P., Dallas, Texas

7/96 to 1/99

Case Management Coordinator

Update trial/deposition calendar on a daily basis  
Input answers to interrogatories, medical reports, deposition  
summaries into a computerized database  
Mail petitions to the Center for Claims Resolution

SAKS FIFTH AVENUE CREDIT SERVICE CENTER, Dallas, Texas  
(formally associated with JC Penney Credit Service Center)

3/94 to 7/96

Office Assistant

Type agency contracts, fraud affidavits,  
deceased proof of claims  
Setup reports in Lotus 1-2-3  
Setup meetings  
Process return checks