

MARY LEDDY

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WORK EXPERIENCE

AUGUST 2017-PRESENT

TEACHER, THE BEGINNING SCHOOL

Duties: curriculum writing, teaching students, after school program

JUNE 2016-JANUARY 2017

INDEPENDENT ADJUSTER, WORLEY

Duties: salvage processing, special issues resolution, speaking to customers to resolve any issues with their claims, and training a new group of workers on how to process salvage documents.

JULY 2015-AUGUST 2016

FILE CLERK, COLEMAN, JOHNSON, ARTIGUES, & JURISICH L.L.C.

Duties: the reorganization of the firm's filing system due to the change in ownership of one of the firm's principal clients, destruction of documents, closing of files, assistance in document drafting, and correction and retyping of documents

EDUCATION

MAY 2016

BACHELORS IN HUMANITIES AND SOCIAL THOUGHT, NORTHWESTERN STATE UNIVERSITY

GPA: 3.9 Honors: Magnum Cum Laude Dual degree focus in International Politics and education

Undergraduate Thesis: The Adaptability of the Nation-State Illustrated Through the Political and Social Transition of Turkey

MAY 2012

HIGH SCHOOL DIPLOMA, MANDEVILLE HIGH SCHOOL

GPA: 3.7 Completed Louisiana Talented Art Program

High School Internship: Elementary art teacher's Assistant

SKILLS

- Proficiency in Microsoft Word, Excel, Notebooks, and PowerPoint
- Certification in Bookkeeping
- Certification in Grant writing
- Experience in Developing and Implementing Record Organization Systems

REFERENCES

Renate Combs: Associate Director of The Beginning School
Phone: (520)299-6066

Charles Wittich: Liberty Mutual Manager
Phone: (225)508-9710

Kathleen Magrum: Secretary at Coleman, Johnson, Artigues, & Jurisich L.L.C. Phone:
(504) 620-4424 Email: kmagrum@cjalaw.com

Dr. Rondo Keele: Academic and Thesis Advisor at the Louisiana Scholars' College
Phone: (318) 3574587 Email: keeler@nsula.edu