

MICHELLE L. BROOKS

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Compassionate, Team Player, Critical Thinker, and Communicator, acknowledged for the capacity to put vision into practice. A compelling public speaker, and a persuasive and convincing communicator recognized for dual expertise as an experienced professional. Results oriented and dedicated professional with demonstrated success in providing legal support and research. Expertise in organizational administration, accurate documentation, trial preparation and resource management. Ability to prioritize and meet time sensitive deadlines. While contributing to the overall success and growth of an organization, I seek to acquire a position where my innate abilities and gifts will converge in an environment where I can serve, and mentor while leaving a lasting legacy.

AREAS OF EXPERTIZE

**Legal Research
Problem ID & Resolution
Case Management**

**Report Generation
Dementia Patients
Client Relation**

**Customer Care
Sales
Mentor**

EXPERIENCE:

WATERMARK 30/30 PARK CERTIFIED NURSES ASSISTANT

BRIDGEPORT, CT
Aug., 2015- Present

- * Assist elderly with basic care needed for their daily routine.
- * Perform all job responsibilities in accordance with infection control procedures.
- * Provide individualized attention that encourages each resident's ability to maintain or attain the highest practical physical, mental and psychological well-being.
- * Knowledgeable of the individualized care plan for resident and provide support to the residents according to their care plan.
- * Contributing to the care planning process by providing supervisory staff with specific information relating to the resident.
- * Assist in residents personal hygiene, dietary care and provide emotional support.
- * Check residents vital signs, provide specific care as needed for each resident.
- * Input residents information in the computer and in individualized log books.

VICTORIA'S SECRET SALES

TRUMBULL, CT
2014-2015

- * Assist customers in selecting products.
- * Maximize sales and profitability of the store.
- * Maintain knowledge of current sales and promotions.
- * Greet customers and ascertain what each customer wants or needs.
- * Designed and displayed the layout of the store.

GONZALEZ LAW ASSOCIATES
PARALEGAL/OFFICE MANAGER

Bpt, CT
2014

- * Establish standards and evaluate completed actions to determine accuracy, content and compliance with sovereign directives and statutes.
- * Researched and gathered accurate information by meticulously interviewing clients;
- * Preparation of personal injury files.
- * Office manager for 2 attorneys and 1 intern.

LAW OFFICES OF JAMES L' OROURKE
LEGAL SECRETARY/PARALEGAL

Stfd, CT
2006-2007

- * Manage and perform paraprofessional and legal research functions.
- * Served as liaison between attorney, clients and insurance company;
- * Researched and gathered accurate information by meticulously interviewing clients;
- * Prepare support documents and recommendations for hearings and trials;
- * Preparation of worker's compensation and personal injury files.

GORDON & SCALO
LEGAL SECRETARY/PARALEGAL

Bpt, CT
2002-2004

- * Prepared legal documents and forms for General Law Practice Firm for three (3) attorneys. Practicing Eviction, Bankruptcy, Negligence, Divorce, Corporate, Litigation, Worker's Compensation, Real Estate and Probate Law.
- * Prepared contracts; drafted correspondence, court pleadings, discovery compliance, trial documents and preparation for trial.
- * Calendaring of court notices and maintained weekly short calendar schedules.
- * Maintained ledger books and recorded bank deposits in Quick Books.

MACY'S
SALES ASSOCIATE

Trumbull, CT

- * Trained employees on opening accounts and sales transactions.
- * Top sales associate (1) in a store of over 300 employees in opening new accounts.
- * Fashion consulting to individual customers.
- * Take inventory on merchandise.
- * Designed and displayed the layout of individual departments.
- * Opened and closed register bank.
- * Displayed signage throughout store.
- * Gift wrapping merchandise for customers.

EDUCATION:

HOUSATONIC COMM. COLLEGE	General Studies	Bpt, CT
BUTLER BUSINESS SCHOOL	Business Admin	Bpt, CT
SACRED HEART UNIVERSITY	Psychology	Ffld, CT

VOLUNTEER WORK

Festival Event Creator & Organizer	2011 - 2015	Bpt, CT
Sunday School Teacher	2013	Bpt, CT
Church Clerk-Recording Minutes for Meetings	2003 – 2011	Bpt, CT
Teachers Assistant - 3rd Grade, St. Ambrose School	2010	Bpt, CT