

Keresse Boxx

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EDUCATION: **Howard University, Washington, DC** August 2017- May 2019
B.B.A in Management, *Cum Laude*
GPA 3.35/4.0
Prince George's Community College, Largo, MD August 2014 - December 2016
A.A in Pre-Law
GPA 3.56/4.0

CERTIFICATION: **Management and Strategy Institute** December 2018
Six Sigma Green Belt Certified (SSGBC)™
Project Management - Lean Process Certified (PM-LPC)™
Executive Management Certified (EMC)™

WORK EXPERIENCE:

Case Manager/Legal Assistant

GDH Law Firm, Lanham MD October 2019 - February 2020

- Keeping cases organized by establishing and organizing files; monitoring calendars; meeting deadlines; documenting actions; inputting information into file database and case management software; confirming case status with attorney.
- Assisting lawyers in preparing for transactional closings, depositions, hearings, trials and conferences.
- Assisting attorneys in optimizing the process of case management, as well as providing client guidance in situations of attorney unavailability.
- Overseeing the general procession of 500+ legal cases to ensure relevant elements of a case are collected, maintained, and organized.

Finance Intern June 2019 - October 2019
Southeast Restaurant group, Washington DC

- Analyzing and overseeing the financial performance of a multi-million-dollar account.
- Monitoring revenue margins
- Researching and implementing new directives for business growth and prosperity

Office Administrator

Berkshire Hathaway Homesale Realty, Baltimore, MD February 2017 - July 2017

- Coordinated office activities and operations to secure efficiency and compliance to company policies.
- Managed internal and external communications and correspondence including e-mails, letters, and packages.
- Ensured accurate product inventory for office personnel and clients.
- Created and updated 350 records and databases with personnel, financial and other data daily.

Legal Intern

GDH Law Firm, Lanham, MD October 2015 - January 2017

- Organized and maintained client database to ensure timely case completion.
- Trained and supervised 2 new employees, who increased our monthly revenue by 40%
- Conducted intake interviews to spot legal issues for case acceptance.
- Developed new organizational practices which increased efficiency by 5%.

AWARDS:

| | | |
|---|-------------------|--------------------------------|
| • Dean's Honor Roll | Howard University | Spring 2018 - Spring 2019 |
| • T Rowe Price Business Scholarship | Recipient | Fall/Spring Semester 2017 |
| • Dean's List | PGCC | Fall/Spring Semester 2014-2016 |
| • PGCC Endowed Academic Merit Scholarship | Recipient | Fall/Spring Semester 2015 |

ACTIVITIES:

| | | |
|----------------------------------|------------------|-----------------------------|
| • Howard Day of Service | Participant | August 2017 |
| • Caribbean Students Association | Member | August 2017 - Present |
| | Secretary (PGCC) | August 2014 - December 2016 |
| • Phi Theta Kappa | Member | August 2015 - Present |

TECHNICAL/NON-TECHNICAL SKILLS

- | | |
|----------------------------------|-------------------|
| • Proficient in Microsoft Office | • Entrepreneurial |
| • Problem-solving | • Data management |
| • Analytical | |