

Lisa T. Vo

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100 Carriage Drive, Nashville, TN 37221

EDUCATION

Aquinas College, Nashville, TN

Bachelor of Business Management and Administration December 2013

Nashville School of Law, Nashville, TN

Completed 2.5 years pursuing Juris Doctorate 2015-2018

Vanderbilt Coding Bootcamp, Nashville, TN

Six Month Full Stack Development Program

RELATED EXPERIENCE

Law Offices of Robert J. Notestine

Nashville, TN

Legal Assistant

January 2019 – Present

- Conduct simple legal research and factual investigation
- Preparation of legal documents and case preparation
- Coordinate closings with clients, companies and agents
- Prepare client files for both litigation cases and closings.

EPIQ

Nashville, TN

Service Specialist

July 2018 – November 2018

- Office services provider for Bone McAllester Norton PLLC
- Coordinate and schedule runs to court, law firms, clerk offices, etc.
- Managing project requests from attorneys, assistants, and/or paralegals
- Maintenance of office equipment and updating firm's law library

Bone McAllester Norton PLLC

Nashville, TN

Office Services

August 2015 – July 2018

- Coordinate and schedule runs to court, law firms, clerk offices, etc.
- Managing project requests from attorneys, assistants, and/or paralegals
- Maintenance of office equipment and updating firm's law library
- Manager of summer internship program for 2017

Law Offices of Robert J. Notestine

Nashville, TN

Part Time Assistant to Legal Department

October 2014 – August 2015

- Conduct simple legal research and factual investigation
- Preparation of demand client reports, legal letters, and executions
- Assisted with phone calls for collections cases and closing files

Cheadle Law

Nashville, TN

Collections Paralegal

June 2014 – October 2014

- Conduct legal research and factual investigation
- Prepared documents and executions for files as needed
- Assisted with phone calls and payments for collections cases

Belle Meade Title & Escrow

Nashville, TN

Office Assistant

June 2013 – June 2014

- Primarily worked with calls and payments for collections
- Corrected, duplicated, and mailed legal documents as needed
- Gathered needed information prior to court cases
- Prepared files for upcoming cases in both the legal and closing department

VOLUNTEER

Arts Cubed

Nashville, TN

Talent Relations Appearance Coordinator for MTAC and GMX

March 2011 – Present

- Worked with Programming and talent agents
- Develop VIP and Guest itineraries
- Recruit and manage volunteers on site during convention

LEADERSHIP/ HONORS

Tennessee Intercollegiate State Legislature

Nashville, TN

Campus Coordinator

2011- 2013

- Participated as representative for Aquinas College in the Senate and House of Representatives
- Served as secretary chairman of the standing committee for state and local government

- Member of the 2013 TISL Supreme Court Nominating Commission

Aquinas College Student Activity Board

Member, Secretary

Nashville, TN
Aug 2011- Dec 2013

- Recorded minutes for weekly meetings to assist in coordinating progress
- Designed advertisement for club functions

ADDITIONAL

Language: Studied written and conversational Mandarin Chinese, French, and Vietnamese

Legal Research: Westlaw / Lexis Advance Research Programs

Coding: HTML, CSS, JavaScript, Firebase, Node.js

REFERENCES

Robert J. Notestine III: (615) 297-1568

Logan Bell: (615) 766-4599

Beth Woodard: (615) 426-0475

Vicky McMillen: (615) 406-8425