

Contact

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Top Skills

WordPress
Litigation
Personal Injury

Certifications

Front-end Foundations
Getting Started with CSS
Try PHP
Introduction to HTML
WordPress 5 Essential Training

Elizabeth Reiher

Certified ScrumMaster (CSM) | Junior Business Analyst
Fort Lauderdale, Florida

Summary

MBA.

Certified ScrumMaster.

WordPress Consultant and Tutor.

Paralegal with experience in both plaintiff and defense insurance claims and lawsuits.

Experience

WordCamp Miami

Organizer for Content, Communication & Social Media
November 2017 - Present

Miami/Fort Lauderdale Area

As part of the organizing committee for WordCamp Miami my focus is to handle posts to the website, the content that goes into the pages you see, and the maintenance of the website during the conference. I also monitor our Slack channel and provides relevant updates to over 400+ who are in various channels.

BeharBehar

Paralegal
February 2019 - Present
Sunrise, FL

First-party property damage Insurance defense paralegal

- * Drafting discovery requests and responses
- * Communicating with inspectors, adjusters and opposing counsel
- * Scheduling depositions and inspections

LizWP

WordPress Consultant and Web Developer
June 2017 - Present
Miami/Fort Lauderdale Area

I help individuals and businesses create, manage and maintain their online presence with WordPress, Google analytics, and search engine optimization.

Notary Public for the State of Florida
Notary Public
February 2014 - Present
Miami/Fort Lauderdale Area

Allstate
Paralegal
March 2010 - October 2018 (8 years 8 months)
Miami/Fort Lauderdale Area

Prepare, draft, revise and finalize correspondence, notices, motions, pleadings and discovery; extensive communication (verbal and written) with clients, clerks, judicial assistants, opposing counsel and co-counsel on matters; prepare and organize files; calculate and calendar deadlines.

South Florida Paralegal Association
Election Committee Member
2011 - 2011 (less than a year)

Allstate
3 years 8 months

CPU New Suits Work Flow Coordinator
July 2007 - March 2010 (2 years 9 months)

Receive and assign new cases to staff counsel and retained counsel; coordinate and oversee the assignments carried out by other legal administrative assistants; handle telephone calls from attorneys and insurance adjusters; train new legal administrative assistants.

CPU Scheduler and New Suit Processor
August 2006 - July 2007 (1 year)

Open new files, coordinate and schedule hearings, depositions, mediations, and independent medical examinations; draft notices, correspondence and check requests; handle telephone calls from clients, attorneys, and insurance adjusters.

Robert Half Legal
Legal Assistant
2006 - 2006 (less than a year)

CNA Insurance
Legal Secretary (Temp)
2006 - 2006 (less than a year)

Spirit Airlines

Legal Secretary (Temp)

2006 - 2006 (less than a year)

Accident & Personal Injury Law Center

Litigation Paralegal

June 2003 - August 2005 (2 years 3 months)

Prepare, draft, revise and finalize correspondence, notices, motions, pleadings and discovery; extensive communication (verbal and written) with clients, clerks, judicial assistants, opposing counsel and co-counsel on matters; coordinate and schedule meetings and hearings; prepare and organize files; calculate and calendar deadlines; notarize documents.

Lubell Rosen, LLC

Legal Assistant

November 2001 - June 2003 (1 year 8 months)

Prepare, draft, revise and finalize correspondence, notices, motions, pleadings and discovery; extensive communication (verbal and written) with clients, clerks, judicial assistants, opposing counsel and co-counsel on matters; coordinate and schedule meetings and hearings; prepare and organize files; calculate and calendar deadlines.

Smith College

Secretary for Academic Honor Board

September 1996 - May 1997 (9 months)

Call meetings of the board, maintain confidential records of the meetings, correspond with the accused, educate the student body about their rights and responsibilities regarding the Academic Honor Code, and tally the total of infractions for the year for publication.

Mid Eastern Dance Exchange

Assistant to the Director

April 1990 - February 1994 (3 years 11 months)

Publicize dance school events, print class schedules and flyers, teach classes in Middle Eastern cabaret dance.

[Relocated in September 2008, Bozenka's Bellydance Academy (formerly called the Mid Eastern Dance Exchange) is a dance school with several instructors teaching multiple classes each week.]

Education

LaunchCode

Computer Software Engineering · (2019 - 2020)

Lake Forest Graduate School of Management

Master of Business Administration (M.B.A.), Business Administration and Management, General · (2015 - June 2017)

Florida International University

B.S., Communications, with concentrations in Public Relations and Hospitality · (1998 - 2001)

Udacity

Grow with Google Developer Challenge Scholarship - Front End Developer Track, Front End Web Development · (2018 - 2018)

Free Code Camp

Certificate in Full Stack Web Development, Computer Software Engineering · (2015 - 2018)