

Shauna Naomi Larkin

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Career Summary

Work experience in secretarial position for a government agency and private business. Customer service centered jobs in the private, public, and government sectors. Seven years of running my own pet care business, in my local community growing it to fit the needs of my community and clients.

Skills/Qualifications

- Detail orientated and organized.
- Time management/ scheduling.
- Easily adapt to changes.
- Sales and customer service both in retail and service business.
- Multi-tasking of multiple projects in a busy work environment.
- Work effectively within a group and independently with minimal supervision.
- Strong verbal communication skills go getter.
- Technical skills to solve and diagnose problems.
- Computer competency in both PC and MAC systems.
- Proficient in using iPad, iPhone, and other smart phones and tablets.
- Quick to learn and understand new software.
- Strong knowledge and understanding of Microsoft Office Suite and Adobe Acrobat Pro and the Adobe suites collection of software.
- Colorado Public Notary.

Education

- University of Denver August 2019 – March 2020
Web Development Boot Camp
- Red Rocks Community College 2013 – 2016
- Associates of Liberal Arts
- Clear Creek High School 2002-2006
- High School Diploma

Experience

Carlson & Carlson Attorneys at Law, P.C.- Paralegal

March 2018 to 2019

Supervisor Steven O'Connor

- Prepared, served and filed documents with the Court for family, criminal, probate, and civil.
- Communicate with client.
- Preparing for trials, hearings and Municipal Court.
- General office duties answering the phones, scheduling meetings, scanning, copying, and correspondence
- Maintaining and organizing reference files, and client files.
- Archiving of legal documents.
- Drafting of estate packages

O'Dell & Silburn, LLC – Administrative Assistant/Legal Assistant

September 2016-March

2018

Supervisor Christopher C. O'Dell

- Archiving of legal documents.
- Filling of documents and bills.

- Technical support.
- Support to Para legal with secretarial work.
- Research and preparation for cases.
- Accounting for conservatorship.

Clear Creek County Site Development Department – Administrative Assistant
Supervisor John Loughrey

2014-July 2016

- Front counter secretary, answer phones help the customer in the process of submitting building permits.
- Work in TrakIT, to keep track of all permits.
- Make all handouts, informational flyers, and permit applications for distribution to the general public.
- Prepare and review documents prior to submittal for the county commissioner hearings.
- Run monthly budget and permit status reports, and prepare expirations notices.
- Do historical and current research for projects in any department.
- Handle all pledge and securities for two departments.
- Work with Eagle Recorder and Clear Creek Assessor software.
- Scan, copy, file, in and outgoing mail and all other secretarial duties.
- Conduct site visits.

Pampered Pets – Owner

2009-present

- Created inventory and information sheet to ensure seamless consistent care and wellbeing of house and pet during owner's absences.
- Provided quality care, exercise, and socialization for pets of various temperaments.
- Quality service for discerning customers.
- Positive reinforcement training.

Lark Trucking – Bookkeeper
Supervisor Iris White

January 2006- 2015

- Keeping books for tax records on Quick books.
- Balancing all accounts.
- Organizing and maintaining all records need for business operations.
- Creating year end reports and preparing all documents for taxes.