



Cassandra Anderson

2131 Simon Avenue

San Jose, CA 95122

408-854-0996

cassandrallynnanderson@yahoo.com

Education

FRESNO CITY COLLEGE, FRESNO, CA

Paralegal candidate, November 2013

Relevant Experience

ACE PARKING, FRESNO, CA

Event Staff, March, 2012 - June, 2012

- Greet patrons and direct them to their correct parking facility
- Take fees and issue parking credentials
- Clean and maintain the parking areas and monitor parking areas for safety.
- Patrol parking areas and ensure that vehicles are parked legally according to their issued parking credential.

FRESNO CITY COLLEGE

STUDENT PARALEGAL ASSOCIATION, FRESNO, CA

Board Secretary, August, 2011 - June, 2012

- Compose and distribute meeting notes, routine correspondence and reports.
- Maintain schedules and event calendars.
- Manage projects and contribute to committee and team work.
- Conduct searches to find needed information, using such sources as the internet.
- Coordinate conferences and meetings.
- Take dictation in shorthand or by machine and transcribe information.

FRESNO CITY COLLEGE

STUDENT PARALEGAL ASSOCIATION, FRESNO, CA

Treasurer, August 2010 - June 2011

- Prepare or direct the preparation of financial statements, business activity reports, financial position forecasts, annual budgets or reports required by regulatory agencies.
- Delegate authority for the receipt, disbursement, banking, protection and custody of funds, securities and financial statements.
- Conduct or coordinate audits of company accounts and financial transactions to ensure compliance with state and federal requirements and statutes.
- Receive, record and authorize requests for disbursements in accordance with company policy and procedures.
- Monitor financial activities and details such as reserve levels to ensure that all legal and regulatory requirements are met.
- Coordinate and direct the financial planning, budgeting, procurement or investment activities of all or part of an organization.
- Analyze the financial details of past, present and expected operations to identify development opportunities and areas where improvements are needed.
- Receive cash and checks and make bank deposits.