



Cassandra Anderson

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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.