

**Karina T. Galvan**

7931 Rush River Dr. Apt #18, Sacramento, CA 95831

Cell: 916-870-0058

Email: [Karinagalvan1@gmail.com](mailto:Karinagalvan1@gmail.com)

**Education:** Madera South High School Class of 2010 – (Graduated with a Diploma) Sacramento City College – Sac, CA (Major in Admin. of Justice, 2012-Present)

**Skills:** Solid Work Ethic, Great Communicator, Team Player, Management Skills, Promotions and Marketing, Adobe Photoshop, Proficient with the Federal Electronic Filing System, Practice Master, Amicus, MS Word, Excel, Bilingual (Spanish & English)

**Professional Experience:**

**Eric Schwab Law Office:** 555 University Ave, Suite 130, Sacramento CA 95825 / (916)564-9588 / (2016)

**Supervisor:** Eric Schwab (916)564-9588

**Position:** Legal Assistant / On-Call

**Job Duties:**

- Provides a wide range of administrative support for attorney.
- Drafts pleadings, responses, and proof of services.
- Knowledge in using Best Case/Cincompass Software for all four districts in California.
- Draft necessary motions
- Amendments
- Setting reminders. Reviews calendar daily and proactively handles upcoming events to determine dates upon which various pleadings must be served and filed.
- File documents using the federal electronic filing system.
- Calendaring court hearings
- Responsible for checking court document email, saving a copy of documents to client's file, send out appropriate letters.
- Prepares files for attorney prior to meeting with clients. Confirms client appointments and performs receptionist duties when needed.
- Automated forms, letterhead and prepared legal documents.

**Stones Gambling Hall :** 6510 Antelope Rd, Citrus Heights, CA 95621 (06/2014 – 9/2015)

**Supervisor:** James F. (916)717-6094

**Position:** Casino Host

**Job Duties:**

- Included Assisting Game Attendant, Answering any Customer inquiries.
- Building and maintaining great customer relations with VIP Guests, Promoting and advertising Casino's new deals and promotions, Keeping track of Guests who spend a high volume of money for record keeping.

**Promotion Group West:** 1511 Abbot Kenny – Venice, CA (06/12-06/14)

**Supervisor:** Phil Ragland – (818)571-8924

**Position:** Assistant Market Manager/ Norcal-Bayarea

**Job Duties:**

- Included Assisting Market Manager in national promotion meetings, forecasting department Budgets
- Interviewing, Hiring and training field staff for Northern California campaigns
- Event coordination and planning, Scheduling field staff
- Executing weekly recap reports for the Corporate Branding Team.

**Union Bank:** 7108 N St#100 Fresno, CA – (10/11 – 06/12)

**Supervisor:** Kristine McCallaster – (559)436-2700

**Position:** Bank Teller

**Job Duties:**

- *Included receiving checks and cash; verifying large amounts and endorsements; issuing receipts.*
- *Assisting with related activities such as night deposits, check disbursements, collections, and examining for fraudulent checks/signatures.*
- *Conducting a variety of customer service tasks, including providing account balances.*
- *Informing customers about credit card promotions, transferring funds, tracking deposits and various record changes.*

**Madera South High School:** 705 W Pecan Ave, Madera CA – (07/10 – 06/11)

**Supervisor:** Maria Zamora – (559)416-3622

**Position:** Records Clerk

**Job Duties:**

- *Included handling confidential information*
- *Preparing and maintaining high school transcripts and cumulative files.*
- *Communicating with students and parents; Responding to inquiries, processing mail, data entry and filing.*

**References:**

Ramon Johnson - FBI Agent - Cell:559-493-8817 Email: [Ramon.Johnson@ic.fbi.gov](mailto:Ramon.Johnson@ic.fbi.gov)

Barry Kalar - Crim Teacher - Work Phone: 286-3692 x13086 Email: [kalarb@scc.losrios.edu](mailto:kalarb@scc.losrios.edu)

Maria Zamora - Registrar Madera South High School - Cell:559-416-3622 Email: [Mariazamora@maderausd.org](mailto:Mariazamora@maderausd.org)