

A creative, versatile, and committed professional with diverse experience in the legal, banking, and airline industries.  
Strong client relations and computer skills.

**Summary of Skills**

- Proficient in Windows XP, Microsoft Office, Access, PowerPoint, PACER, Accurint, Relativity and Workshare
- Proficient with tracking databases and calendaring projects
- Proficient with document imaging
- Proficient with drafting and modifying various types of legal documents
- Ability to prioritize and multitask with minimal supervision
- Outstanding level of verbal/written communication
- Exceptional attitude and ability to work well with all levels of management, peers and clients

**Education**

- |   |                   |       |
|---|-------------------|-------|
| • Job Corps of Kansas City MO           | Business Clerical | 08/95 |
| • Southeast High School, Kansas City MO | Diploma           | 06/95 |

**Professional Highlights****Stinson Morrison Hecker LLP, Kansas City, MO**

03/05 – Present

**Client Project Manager**

- Conduct reviews of title commitments to identify issues to be resolved prior to assignment to transaction attorneys
- Facilitate resolution of title and survey issues
- Review and analyze real estate contracts and other related documents
- Coordinate execution and administration of real estate documents, including leases
- Draft and modify various legal documents
- Conduct review of reports and evidence in conjunction with transactional due diligence and discovery
- Conduct legal research
- Image all due diligence received
- Create, manage, and maintain detailed legal reports and analyses
- Serve as liaison between clients and attorneys
- Facilitate management of projects, including maintaining transaction calendars and timelines
- Create, maintain, organize legal electronic and physical files

**Airlines Reporting Corp., Arlington, VA**

03/01 – 11/04

**Intake Coordinator**

- Coordinate all incoming unreported, unpaid, and unsettled claims
- Run daily uploads of collection data
- Respond to all inquiries regarding claims
- Prepare monthly financial closure statistics
- Assist with hiring of personnel
- Prepare daily reconciliation reports for all airline carriers

**Cash Analyst**

01/01 – 03/01

- Apply all incoming payments to outstanding accounts due to unreported sales
- Prepare daily reconciliation and financial reports
- Prepare weekly refunds of compensatory fees
- Process weekly bank wire transfers due airline carriers
- Balance daily/weekly/monthly financial reports

**Commerce Bank, Kansas City, MO**

10/97 – 07/99

**International Wire Transfer Clerk**

- Apply all incoming payments for customers receiving monies from foreign countries
- Wire transfer funds to international locations for account holders
- Research all transactions for variances and accuracy
- Maintain and balance all currency being exchanged for US dollars

**References available upon request**

