

Tina T. Ho

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SUMMARY OF QUALIFICATIONS

- Bilingual in English and Vietnamese; clear and concise business communications.
- Highly energetic and motivated professional providing sound resolutions.
- Extensive writing, research, analytical and organizational skills with attention to detail.

COMPUTER SKILLS

- Microsoft Office Suite: Word, Outlook, Lotus Notes, Mozilla Thunderbird
- Legal Research Software: LexisNexis, Findlaw, Bureau of Prisons Locator(BOP)
- Other Software: Paradox, Tussman Billing, Timeslips

EDUCATION

San Francisco State University College of Extended Learning
ABA-Approved Paralegal Studies Program
Academic Honors Award

San Francisco
June 2008

San Francisco State University
Bachelor of Arts in History
Magna Cum Laude Award

San Francisco
May 1998

PROFESSIONAL EXPERIENCE

LEARN IT!

Test Administrator/Proctor
Administering testing procedures for candidates of TOEFL exams
Quality control assistance
Readiness checks
Registering candidates, students from beginning to end for exams
Metal detecting all candidates for safety of learning center
Maintaining, updating status of bugs or technical issues and reporting to manager and IT dept.

San Francisco
December 2016- Present

TATCHA(Ecommerce Beauty Startup)

Handwriting Specialist

- Handwriting support for VIP clients' greeting cards
- Handwriting support for company customers' orders
- Beautiful penmanship for company's special notes
- Various adhoc projects for warehousing dept. shipping, receiving

San Francisco
October 2013-December 2016

Sugarman & Cannon Law Firm San Francisco
Temporary Legal Secretary(Criminal Defense Law Firm) April 2013-May 2013

- Answering phones from clients, inmates, Assistant District Attorney, co-counsel
- Timeslips billing for law firm partners
- Reviewing and editing pre-bills and finalizing bills for law firm partners
- Performing bank deposits; managing clients' trust accounts by entering into ledgers and Timeslips
- Performing discovery by using advanced searches
- Drafting pleadings such as stipulation and proposed orders

Action Figures /Convention Staffing Solutions/TemPositions San Francisco
Convention/Event Staff July 2012-April 2013

- Provided excellent customer service to attendees and exhibitors at conventions and events
- Performed registration work and monitor continuing education sessions; vendor booth sales
- Reviewing and editing pre-bills and finalizing bills for law firm partners
- Drafting pleadings such as stipulation and proposed orders

Medlen & Carroll Law Firm San Francisco
Intellectual Property Patent Paralegal April 2010-April 2011

- Prepared filing receipts, status inquiry response letters, power of attorney, ex parte reexamination communication letters
- Prepared office action letters, final office action, notice of allowance and fees due, restriction requirement letters.
- Prepared and researched information disclosure statement forms for filing
- Edited and prepared drawings, figures for notice of missing parts requirement
- Prepared assignment and declaration forms
- Entered billing on Tussman software relating to client matters
- Mail support and prepared deposit checks

Allsteel San Francisco
Resource Center Associate February 2007 -- September 2008

- Interfaced with clients, vendors, maintenance, property management, and security
- Made arrangements for company meetings; purchased office supplies
- Opened and closed the office; provided ongoing training for temporary employees

The Wartnick Law Firm San Francisco
Contract Legal Assistant February 2005 – January 2007

- Researched asbestos claims; maintained contact with clients
- Reviewed interrogatories and medical records; summarized depositions
- Drafted legal memoranda and pleading documents; updated database

Premier Retail Networks San Francisco
Quality Control Analyst/Assistant March 2000 – January 2005

- Performed quality control inspections for all interactive

media for Walmart

- Analyzed all interactive systems

Cozmoz.Com Corporation

Administrative Assistant/Office Manager

San Francisco

June 1999 – March 2000

- Assisted the CEO and VPs of Sales and Marketing
- Prepared correspondence, memos; answered and transferred multiple phone lines
- Made travel arrangements; coordinated shareholders' meetings/events
- Performed bank deposits; ran errands for CEO