

# **Tina T. Ho**

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(415) 297-9683

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## **SUMMARY OF QUALIFICATIONS**

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- 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**

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- 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**

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**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**

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### **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

**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

Tina T. Ho

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