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OBJECTIVE

Desiring a position of a Legal Assistant/Junior Paralegal where I can utilize my diverse set of skill sets in an environment beneficial for mutual growth and development in the legal sector.

SKILLS

Ability to thoroughly examine the information received, and ask questions, adept at considering a multi-dimensional perspective it at length before presenting a careful, complex answer. I Critical and clearly providing an idea about how to do something more efficiently.

EXPERIENCE

PARALEGAL • MOSTYN LAW FIRM • JAN 2015 - APRIL 2015

Performed client interviews/intake of medical records, medical and wage authorizations, client questionnaires, discovery, document management and document indexing. Mastered document file organization, indexing, coding, data entry and research. Created and maintained production logs, case binders and other records. Excellent document quality control, mastered and utilized the firm's technology, including firm wide applications. Proven ability to perform autonomously with little supervision while demonstrating sound judgment, quick problem solving and logical methods to daily activities.

CUST SERV REP • VERIZON WIRELESS • FEB 2008-MAY 2013

Ensured all interactive displays were operational. Daily business operations. Which included opening key holder responsibilities and duties. Drawer count and balancing, Sold technology solutions and accessory packages with other technological advances. Stocked and maintained daily inventory logs, including monthly inventory full inventory. Processed customer transactions. Resolved customer issues and complaints. Facilitated monthly wireless workshops with customer's new to smart phones, thus forging customer relationships and enhanced customer dedication and loyalty.

EXECUTIVE ASST. • PACESETTER FINANCIAL • JAN 2006-NOV 2007

Assisted in closing home loans for qualified applicants in a timely manner. Appraised potential borrowers for best potential outcome for the best rates and lowest interest rates. Assessed credit ratings, strategized applicable financial and non-financial criteria, finding the best loan or refinance options. Finalized trust relationships.



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Assisted in finding the best options for life insurance, creating security and peace of mind.

LEGAL ASSISTANT • ATTY. JUDY HARRIS MEEH • JUN 2005-AUG 2005

Clerical duties, incoming and outgoing mail, intra-office communication; faxed, filed and copied documents while maintaining organized accessible case files and correspondence. Prepared cases for trial by creating notebooks and exhibit binders. Handled all aspects of running a sole practice. Notarized affidavits, subpoenas and any documents. Served as liaison between clients, opposing counsel and court personnel. Scheduled and maintained calendar for hearings and trials; also scheduling and hosting meditations.

EDUCATION

JOURNALISM • 2006-2007 • TEXAS SOUTHERN UNIVERSITY

3.95 GPA

International Phonetic Alphabet

A.A.S. • 2003-2005 • THE CENTER FOR ADVANCED LEGAL STUDIES

3.97 GPA

Houston Metropolitan Paralegal Association

VOLUNTEER EXPERIENCE OR LEADERSHIP

Apprenticeship • Herbal Blessings • July 2016- Present

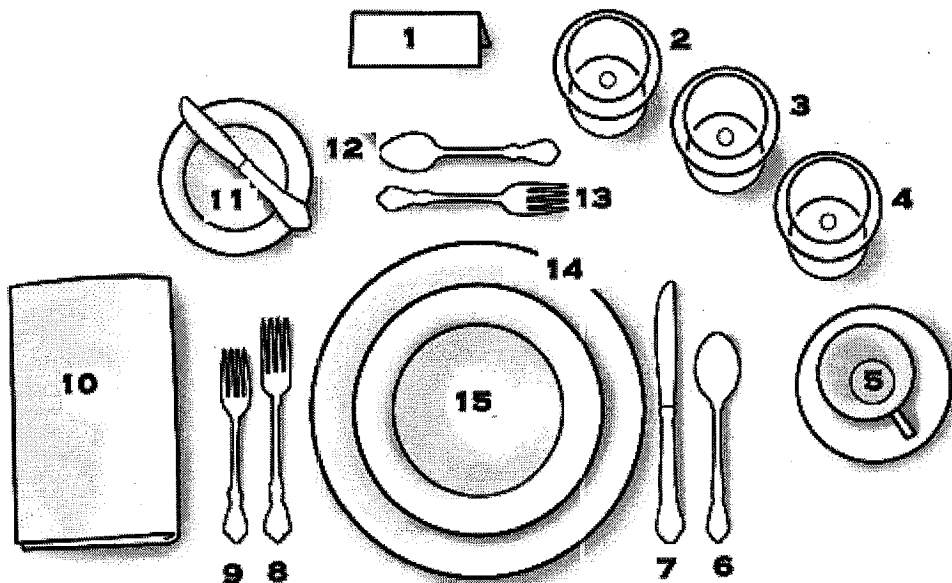
Preschool Teacher • Ka Homeschool Collective • May 2015- Dec 2016

Multiple Choice

- B 1) Food is served on what side with what hand? -9
- On the left side with the left hand
 - On the left side with the right hand
 - On the right side with the left hand
 - On the right side with the right hand
- B 2) Drinks are served on what side with what hand? 74%
- On the left side with the left hand
 - On the left side with the right hand
 - On the right side with the left hand
 - On the right side with the right hand
- C 3) Food and drinks are removed on what side with what hand?
- On the left side with the left hand
 - On the left side with the right hand
 - On the right side with the left hand
 - On the right side with the right hand
- B 4) What part of a glass should you handle at all times?
- The stem
 - The widest part of the glass
 - The top
- D 5) When you are setting a dining room how should you set up your tablecloths?
- Neatly and evenly across the tables
 - The creases should all be going in the same directions
 - The chairs should be centered and gently touching the table cloth
 - All of the above
- D 6) If you bring the wrong entrée to a guest what should you do?
- Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
 - Inform the guests that you will bring the correct entrée once everyone else in the dinning room is served
 - Try to convince the guests to eat what you brought them
 - Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

Match the Correct Vocabulary

- | | |
|--------------------------|---|
| <u>D</u> Scullery | A. Metal buffet device used to keep food warm by heating it over warmed water |
| <u>B</u> Queen Mary | B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron) |
| <u>A</u> Chaffing Dish | C. Used to hold a large tray on the dining floor |
| <u>E</u> French Passing | D. Area for dirty dishware and glasses |
| <u>G</u> Russian Service | E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>F</u> Corkscrew | F. Used to open bottles of wine |
| <u>C</u> Tray Jack | G. Style of dining in which the courses come out one at a time |



Score / 35

Match the Number to the Correct Vocabulary

- 8 Dinner Fork
- 5 Tea or Coffee Cup and Saucer
- 7 Dinner Knife
- 2 Wine Glass (Red)
- 9 Salad Fork
- 14 Service Plate
- 3 Wine Glass (White)

- 10 Napkin
- 11 Bread Plate and Knife
- 1 Name Place Card
- 12 Teaspoon
- 13 Dessert Fork
- 6 Soup Spoon
- 15 Salad Plate
- 4 Water Glass

Fill in the Blank

1. The utensils are placed 3 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? spoon, cream, honey, & coconut sugar.
3. Synchronized service is when: EVERY THING MOVES IN HARMONY, EVEN SERVERS.
4. What is generally indicated on the name placard other than the name? meal option.
5. The Protein on a plate is typically served at what hour on the clock? 6
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
GIVE OPTIONS, then NOTIFY KITCHEN