

Cherelle Stevens

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SUMMARY OF QUALIFICATIONS

- Proven ability to build strong client relationships
- Proficient in MS Word, Excel, PowerPoint and Outlook
- Experienced in trial preparation and has gained knowledge of basic courtroom procedures

EDUCATION

Georgia State University, Atlanta, GA

Expected: Fall 2019

Bachelor of Arts, Criminal Justice

Concentration: Legal Studies

Georgia Perimeter College, Clarkston, GA

May 2015

Associate of Science, Criminal Justice

RELATED EXPERIENCE

Forrest Solutions, New York, NY

March 2019- May 2019

Temporary Legal Secretary for the Port Authority of NY & NJ

- Maintained Assistant General Counsel's calendar by planning and scheduling conferences, teleconferences, dispositions, and travel
- Supported 25 Transactions attorneys

Underpriced Furniture, Atlanta, GA

July 2018- December 2018

Analyst

- Worked alongside sales team and management team to establish business needs
- Collected and interpreted data and analyzed sales results

Greenberg Traurig LLP, Atlanta, GA

April 2016- July 2018

Pension Clerk

- Provided support to senior colleague
- Maintained records of distributions, employer/employee contributions and loan repayment by plan participants
- Drafted data for IRS tax forms for plan participants

J. G. Davis & Associates LLC, Atlanta, GA

July 2016- October 2016

Summer Legal Secretary

- Drafted legal documents such as motions, deposition summaries and correspondence to opposing counsel
- Responded to matters regarding status of pending cases and maintained attorney's billable hours

Davis Bozeman Law Firm, Decatur, GA

January 2016- July 2016

Internship

- Filed legal documents with appropriate courts
- Given the opportunity to develop professional identity and appropriate professional skills