

# KIMBERLY AGUIRRE

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## ACADEMIC QUALIFICATIONS

- AA – Paralegal Studies

## CAREER HISTORY

### LEGAL SUPPORT CLERK

Snell & Wilmer, Costa Mesa. CA

**May 2021 to Current**

- Drafting engagement, disengagement and general correspondence letters.
- Submitting new client memorandum for case openings.
- Certifying, witnessing, and signing of notarized estate documents as a notary agent.
- Uploading and saving documents in NetDocs, creating multiple files and boxes in Accutrac.
- Submitting check requests to accounting, as well as attorney expenses in Chrome River.
- Backup records clerk with firm wide file conversion project, as well as backup reception and mail duties as needed.

### RECORDS CLERK

Severson & Werson, P.C – Irvine CA

**August 2011 to May 2021**

- Indexing, filing, and sorting materials for multiple cases.
- Trial binder indexing and assembly for court appearances and trials.
- Opening, labeling and closing out of files as needed.
- Copying, scanning, and assisting secretaries with various tasks.
- Answering multiple phone lines, greeting guests and service deliveries.
- Opening, sorting, and scanning mail as back up reception, evening mail room duties as needed.

## ADDITIONAL WORK EXPERIENCE

### 50/50 Raffle Ticket Seller - Anaheim Ducks Foundation - Anaheim Ducks Hockey Club

**August 2017 to Current**

Community Relations:

- Actively sell, handle and distribute 50/50 raffle tickets using a mobile handheld device prior to and during hockey games.
- Meet and exceed established sales goals each game.
- Handle large amounts of cash, run credit card sales and reconcile totals during the game.
- Effectively engage Anaheim Ducks guest's interest regarding the 50/50 raffle.
- Present as an ambassador during games and build awareness of the raffle program and the Anaheim Ducks Foundation.

## CERTIFICATION

Certified Notary Public - 2023