

Name

4180 Still Lane, City, GA. Zip code | (800)555-1212 | email@hotmail.com

PROFILE

20 Years experience coordinating complex technical, legal and security activities for the U.S. Government and private sector. Superior customer service focus and organizational skills. Successfully able to transition between industries and functional roles by effectively synthesizing and applying past experience to new situations. Straight forward, common sense approach to problems and opportunities backed by training and experience in structured analytical methodologies and best practices - Trained and Certified Paralegal.

AREAS OF EXPERTISE

Project Management

- Coordinate data gathering and projection of project status for the IT organization in a large health insurance company.
- Organized, documented and communicated information that came out of Government meetings.
- Provided technical guidance during the development and validation of equipment acquired by the Government for the distribution to the armed forces.
- Coordinated personnel and equipment requirements for research and development projects and scheduled any changes which impacted projects.
- Manage filing system (Digital and Hard Files)
- Gathered requirements and managed change control process of multiple large projects for the armed forces.
- Was Primary Subject Matter Expert (SME) on 6 technical investigations and publication verifications this included the Bradley, M1A1 Tank and the Paladin.

Legal

- Review case material to identify all information necessary to establish and maintain automated case records.
- Draft and independently prepared documents for submission to attorneys or the court, such as motions, orders, affidavits, and petitions.
- Conduct interviews, investigate or research to obtain information required for the drafting of legal documents.
- Capture all relevant administrative data from materials submitted and established linkage to case histories.
- Identify record gaps, missing or incomplete documents and correct deficiencies,
- Receive correspondence, documents, exhibits, and papers.
- Identify those incoming items that significantly impact case status and alert appropriate staff members.
- Coordinate office functions, including calendar management, clients meetings, and managing conference calls with attorneys.
- Support the attorneys in case preparation by conducting research and preparing case briefs.
- Prepare, create and present case demonstrations to the court.
- Receive cash receipts and maintain financial records.
- Manage all office equipment such as computers, Multi functional devices, and postage equipment.

Leadership

- Supervised the maximum of 64 employees
- Showing supervised employees on opportunities for continuous improvement,
- Prepared and implemented several work area changes, improving productivity.
- Fourteen years experience in managing multiple automotive service teams.
- Three years experience as manufacturing supervisor of jet engine airfoils.

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Communication Skills

- Spearheaded the development of six training support packages of the New Iraqi Army (NIA) Maintenance Platoon.
- Trained 353 NIA mechanics in over 732 hours of instruction in maintenance management and technical procedures.
- Facilitated training in the maintenance/technical fields for five years on tracked and wheeled vehicles.
- Correlated and presented several maintenance/technical lesson plans to a diverse group of individuals
- Had meetings with contractors for production specification requirements in maintenance for the United States Army

Financial Management

- Reduced a product deficit in excess of two billion dollars and created a product surplus in the immediate six months following.
- Maintained stock and supply budgets throughout an eight year period.
- Saved fifteen thousand dollars supply budget in the first quarter by improving supply accountability methods.
- Prepared monthly reports on all areas of the budget, providing accurate statistics for future funding allotments.
- Saved the US government over seven hundred thousand dollars by identifying one faulty prototype before mass production on the M2A2.

Customer Service

- Customer Service Sales Supervisor with 10 subordinate employees.
- Responsible for daily store operations and repair of operating systems within the store.
- Provide quality customer service functions for Data Management and Project Teams.
- Serve as liaison between customers and management

ADDITIONAL SKILLS

- Microsoft Office Suite (including Excel and Powerpoint)
- Westlaw, Lexis Nexus and Casemaker
- Microsoft Publisher, and Microsoft Project
- Adobe Photoshop
- Lotus Notes
- Peachtree Finance

EDUCATION

College, Louisville, KY

Associate of Science - Business Administration/ Marketing Management

College, Gainesville, GA

Certificate of Completion, Paralegal Studies Program

Approved by the American Bar Association

PROFESSIONAL ORGINATATIONS

- Member of The National Association of Legal Assistants
- Member of The American Legion

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PROFESSIONAL EXPERIENCE

<u>Company, City, ST</u> IT Project Coordinator	8/15/2009- 12/31/2009
<u>Company, City, ST</u> Paralegal / Special Project Coordinator / Firm Administrator	2/15/2009- 7/1/2009
<u>Company, City, ST</u> Customer Service Supervisor / Store coordinator	10/10/2006 – 3/1/2009
<u>Company, City, ST</u> Production Specialist	12/1/ 2005 -12/1/2006
<u>Company, City, ST</u> Assistant Manager	10/1/ 2004 -12/1/2005
<u>Company, City, ST</u> Senior Maintenance Trainer	7/1/2003 - 6/30/2004
<u>Company, City, ST</u> Transportation Security Screener	8/1/2002 – 7/1/2003
<u>Company, City, ST</u> Engineering Support Technician	12/1/2001-8/1/2002
<u>Company, City, ST</u> Manufacturing Supervisor / Special Projects Coordinator	3/1/1999 – 12/1/2001
<u>United States Army</u> Senior Maintenance Manager	10/10/1978 – 6/1/1999