

Summary of Qualifications:

- Excels at managing multiple projects with firm deadlines.
 - Experienced in prioritizing tasks and problem solving.
 - Strong interpersonal skills when communicating with colleagues and clients.
 - Thrives at working independently or as part of a team.
 - Experienced working within a vast multitude of industries.
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Professional Experience:

Legal Secretary

June 2018 – Present

Law Offices of Marshall E. Family – Moorestown, NJ

- Maintain client files, to ensure proper organization at all times
- Compose and revise legal documents, such as Wills, Power of Attorneys, Deeds and letters
- Coordinate and schedule meetings and telephone conferences
- Act as liaison between clients and attorney
- Efficiently scan, fax and photocopy files and documents
- Utilize Microsoft Office, Adobe, and Photoshop on both Mac and PC platforms

File & Scanning Clerk

June 2017 – February 2018

Law Offices of Joseph J. Rogers - Blackwood, NJ

- Maintained client files, to ensure proper organization at all times
- Efficiently scanned, faxed and photocopied files and documents
- Administered mail, incoming and outgoing
- Reinforced professional communication when engaging with clients, colleagues or employers
- Prepared letters, memos, and other documents using word processing, spreadsheet, or database software

Front Desk Coordinator

December 2016 – June 2017

Louise O'Connor Salon – New York, NY

- Managed high-volume correspondence via e-mail or telephone
- Coordinated with clients and staff to schedule daily appointments
- Produced daily reports on sales and service
- Compiled data and enter information by using data entry systems
- Provided assistance and service to visitors and clients

Host

August 2016 – December 2016

McGee's Restaurant – New York, New York

- Coordinated with restaurant customers to guide them to their appropriate tables
- Used Open Table to organize table and party placement
- Multi-tasked in a face paced environment while staying upbeat and friendly to guests
- Answered telephones

Regional Makeup Artist

April 2007 - December 2016

Lancôme Cosmetics

- Demonstrated make-up applications on clients
 - Produced daily reports on sales and service
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Education:

Rowan College at Gloucester County – Sewell, NJ

September 2017 - Present