

Kyrsten Doria
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CAREER OBJECTIVE

To achieve a position of responsibility with a progressive operation affording me the opportunity for challenge and a continued career growth.

BUSINESS EXPERIENCE:

Segal, Berk, Gaines & Liss 2017-Present
Legal Assistant

RESPONSIBILITIES & DUTIES:

- Successfully completed all aspects of personal injury pre-litigation including but not limited to obtaining Police Reports and EMS trip sheets from various counties, obtaining up to date medical records and medical billing, updating case files, preparation of initial correspondence to defendants, carriers and medical providers;
- Assist in case preparation including organization and analysis of legal documents;
- Perform online searches and legal research for cases in other states supporting the firm's position in litigation;
- Organizing record statements with insurance carriers;
- Communicating with clients to set up office and IME appointments;
- Communicating with various doctor's offices to set up IME appointments for our clients;
- Analysis of records and preparation of medical records packages to be utilized at the client's IME;
- Preparation of documents to be provided to medical experts;
- Dictation: Met and exceeded all deadlines associated with transcribing a high volume of dictated notes and correspondence;
- Communicate detailed telephone messages to attorney in a timely manner;
- Rotation of phone coverage for the receptionist as needed;
- Prepare outgoing and sorting incoming mail;
- Organization for monthly Partner meeting;
- Commonly used office programs: Microsoft Office, Word Perfect and Adobe Acrobat Reader.

Shoprite 2016-2017
Cashier

RESPONSIBILITIES & DUTIES:

- Responsible for greeting customers and efficiently handling point of sale cash register duties.

Private Home Childcare 2011-2016
Child Care Provider

RESPONSIBILITIES & DUTIES:

- Providing care for children including but not limited to ensuring that homework is accurate, preparing dinner, bathing and adhering to respective bed times.

McGivney & Kluger, P.C. 2009– 2011
Receptionist

RESPONSIBILITIES & DUTIES:

- Multi-line telephone for seven (7) attorneys;
- Greeting clients;
- Sorting of the mail;
- Prepare all outgoing deliveries;
- Responsible for archiving all closed files.

EDUCATION

Philadelphia Academy Charter High School 2003-2007
Academic HS Diploma

Personal and Business references furnished upon request.