

Mindy Arbouet

mindyarbouet@gmail.com (267) 597-7684

Education

Penn State Harrisburg-Middletown PA-August 2016-May 2018

Master of Arts in Criminal Justice

Cheyney University-Cheyney PA- August 2010- May 2014

B.A. in Social Relations/Criminal Justice Graduated Cum Laude

Languages

English and Creole

Work History

McCarter and English, Philadelphia, PA

August 2018-**Current**

Office Clerk

Gibbons P.C, Philadelphia, PA (**Contractor**)

February 2015, June 2015

Office Clerk/Receptionist

April 2016, August 2016

- Greeted person entering establishment, determined nature and purpose of the visit and directed or escorted them to specific destination.
- Scheduled appointments for lawyers and managed calendars.
- Filed and maintained records.
- Maintained continuity among work teams by following procedures; monitoring logbook; issuing visitor badges.

Fox Rothschild LLP, Philadelphia, PA (**Contractor**)

August 2015-October 2015,

Office Clerk

January 2016-March 2016

- Assisted office manager in a variety of office duties including answering phone, taking accurate messages, greeted clients, faxing, scanning, and copying.
- Received, sorted as well as distributed all outgoing mail.
- Maintained and completed report logs.
- Reviewed as well as process all outgoing mail.

Pepper Hamilton LLP, Berwyn, PA (**Contractor**)

October 2015-January 2016

Office Clerk

- Assisted with reception coverage, including managed multiple phone lines, and visitor check in.
- Properly sorted and distributed mail along with office supplies inclusive of interoffice, UPS, USPS, and overnight mail.

Blank Rome LLP, Philadelphia, PA (**Contractor**)

June 2015-August 2015

File Clerk

- Developed or modified filing systems and implemented new ideas to update the productivity process and ensured records are easily accessible.
- Read incoming materials, determine how they should be filed and filed them according to guidelines based on alphabetical, chronological, and numerical order.
- Kept records of financial transactions and ensured employees records remained organized.

October 2012- May 2014

Administrative Assistant

- Performed administrative and customer service work in various departments including Student Activities and Judicial Affairs.
- Greeted visitors and determined which staff members could assist them.
- Copied, filed and maintained paper or electronic documents and records.

Volunteer Experience

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|-----------------------|-----------|
| Red Cross Blood Drive | 2012-2014 |
| Let's Make It Work | 2008-2010 |

Technical Skills

Proficiency in Microsoft Office Suite: Word, Excel, Power point, and Outlook.

Certifications

CITI Training Certificate in Human Subjects Research