

Yana L. Sungar
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OBJECTIVE

I am seeking long-term employment as a Secretary, Legal Assistant, or support person in professional office environment.

Seeking long-term employment with opportunities to use all of my acquired skills to benefit my employer in a respected company.

EXPERIENCE

Production Department Assistant, Golkow Technologies

09/2009 - 06/2017

Philadelphia, PA

Employed at court reporting company department (below are daily tasks listed)
Intake of exhibits; logging documents; Scan exhibits into legal system; Copies for clients court reporters; Prioritize email requests inner office and client needs. Uploading, scanning and filing billing folders. Printing, "certing", binding deposition transcripts, creating cd labels and burning exhibits, and transcripts on cd in ascii and pdf format per transcript request. Production department supply order person for Philadelphia and Louisiana locations
delivery to local clients as requested. Shipping exhibits transcripts to clients via ups (creating labels) packaging. Outsourcing large documents for expedited deadlines. Expedited copies printed per request and shipped in timely fashion for continuation depositions. Other duties as needed. Mandatory end of month overtime to meet deadlines. Trained in scheduling, coordination of videoconferences, booking hotel conference rooms and various needs fulfilled

Scheduling Secretary, Varallo Incorporated

09/2006 - 08/2008

Philadelphia, PA

Scheduling requests for court reporters and videographers from attorneys and secretaries of attorneys. Entering in calendar book and also computerized calendar system. Daily confirmations and notification of locations and times for reporters to travel to. High volume of incoming calls, computer skills, faxing, copying setting up conference rooms for Arbitrations taking place in conference rooms taking place in our offices.

Legal Secretary/Support Staff, Jennings Sigmond Attorneys at Law

03/2005 - 07/2006

Philadelphia, PA

Support Staff for two Attorneys in ERISA Department. Electronic Filing for United States District Courts in District of Colombia, Eastern District of Virginia, Pennsylvania and New Jersey. Taking dictation to draft letters for attorneys via Dictaphone;
Electronic Bankruptcy Filing for New Jersey;
Filing Complaints, Sending Time stamped Affidavits of Service to Process Server for Service, Filing same with Courts via Electronic and First Class Mail; Requesting Certified Judgments to Register in other Courts, Entering Attorney s Timesheets into Juris Billing

System. Mailing, Faxing, Filing, Copying, Typing. Front desk reception, Dictaphone, greeting clients opening and closing files for storage. Telephone calls to clerk s office for pleadings information; retrieving docket entries online.

Department Inventory Coordinator, Kimberly -

03/2004 - 07/2004

Clark

Chester, PA

keeping track of all paper work regarding railroad cars ordered and emptied by dock workers. tracking all receipt transactions to ensure correct payment to railroad. entering, and crosschecking data on computer. Filing Daily documentation. Contact via e-mail and telephone with suppliers to ensure the timely delivery of railcars. assigning dock workers four times per week to do physical inventory counts and given to me for posting.

also given extra duties, such as creating power point presentations for my superior, as well as helping create spreadsheets for new plans.

Paralegal Intern, Institute for the advancement of working families

10/2003 - 11/2003

Philadelphia, PA

requesting and retrieving criminal records from City Hall. Handling case folders, ensuring all documentation was accounted for with each individual case. Receptionist work during Staff meetings, directing phone calls, Guiding top city officials to seminars for important speeches.

Working under Attorney Barbara Montgomery

Certified Nursing Assistant, Harlee Manor Nursing and Rehabilitation Center

02/2000 - 09/2001

Springfield, PA

Caring for geriatric residents on a daily basis. Providing physical and mental support with activities of daily living.

Certified Nursing Assistant, Fair Acres Geriatric Center

09/1996 - 12/1999

Lima, PA

Third Shift Care of many residents with different degrees of limitations.

EDUCATION

PJA School (Paralegal)

Upper Darby, PA

Post-secondary academic degree, Associate degree

Major: Paralegal

Minor: n/a

Art Institute of Philadelphia

Philadelphia, PA

Vocational/Technical Certificate

Major: Music and Video Business

Minor: Photography

Burlington City High School

Burlington, NJ

High school graduate or equivalency certificate (GED)

Major: General Studies

Minor: Music Theory

CERTIFICATIONS AND LICENSES

**Associate Paralegal issued by PJA in
Pennsylvania**