

Marianne Breslin

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Qualifications and Capabilities

- Proficient in using Microsoft Office (word, excel, etc), In-Design, and PowerPoint
- Undergraduate studies in psychology, with courses in Developmental Psychology, Psychological Research, Psychopathology, Child Psychopathology, and APA style
- Moderate proficiency level of Spanish (4 years of study)
- Excel in detail specific fast-paced work environments, where multi-tasking is a necessity
- Self-motivated with a strong work ethic for professionalism and timeliness
- Friendly demeanor with strong people skills and desire to please others.

Undergraduate Education

Temple University | Philadelphia, PA
Bachelor of Psychology
2015

Fall
May

Related Work Experience

Spivack & Spivack, LLC | Philadelphia, PA.
Paralegal

December 2010-Present

- Over eight years of experience working in a premise liability, worker's compensation law firm with over 6,000 clients
- Experience working in groups to complete projects on a deadline basis.
- Forwards information by receiving and distributing communications; collecting and mailing correspondence; copying information.
- Organizes and accurately maintain filing system
- Requests and analyzes medical records, billing records, and diagnostic reports
- Searches billing and medical coding to relate diagnoses to cases
- Communicates with clients both in person and via telephone to keep up- to-date records for each file.
- Performs interviews with prospective employees

Trimention Global Communications | Miami, FL.
Intern

June 2014-August 2014

- Editing and proof reading articles, website pages, and press releases to be sent out to the media.
- Nomenclature development for companies such as World Emblem and Edwards Life Sciences
- Sourcing and researching data information for Pepsi, Eastern Air Lines, Tropicana, and Smirnoff.
- Networking with distributors to build relationships that are essential to the company.

Big Timber Lake Camping Resort | Cape May court House, NJ
Activities Director

July 2008-August 2010

- Responsible for overseeing 1,200 campers each year aging 4-16 years old over the duration of multiple program sessions
- Introduced new initiatives for annual carnival including games and contests which are still being implemented currently
 - Provided plans of activities appropriate to the needs of the residents.
 - Recruited, trained, and supervised volunteers when necessary.

Certifications/ Licenses

Notary Public

November 2016-November 2020