

Rachel Morgan

141 Walnut Avenue
Lindenwold, NJ 08021
609-665-9902

EXPERIENCE

Wells Fargo Center-Aramark, LLC, Philadelphia, PA *Special Services Catering Associate, Waitress and Bartender*

July 2018 - PRESENT

Completing and fulfilling sports teams and performer's contracts for all their catering and hospitality services with confidentiality and the utmost professionalism during major events. Multi-tasking two or more contracts at one time without direct supervision. Meeting deadlines and all scheduled times of the client's event contracts with punctuality. Serving food and beverages to our clients and their family and friends. RAMP Certified by PLCB, practicing responsible selling and serving of alcoholic beverages to clients and customers.

Spear, Greenfield, Richman, Weitz & Taggart, P.C. *Philadelphia, PA— Paralegal/Bookkeeper*

June 2017 - September 2018

Handled the accounting of client's settlement awards, obtaining liens with the government, health insurance and workers compensation insurance companies or outstanding medical bills to be accurately deducted from settlement. Met with clients, distributed settlement checks and corresponded with the courts, insurance companies, attorneys, clients, hospitals and doctor's offices daily by way of telephone, in person, fax, emails and meetings.

Cella Roofing and Remodeling, Cherry Hill, NJ - Office Manager

June 2015 - May 2017

Scheduled all the jobs, ordered the materials and contacted the sub-contractors and/or services of companies who performed the related work for the job. I did the advertising and bookkeeping, contacted the customers and insurance companies. Also performing all the administrative duties of the company including payroll, banking and permit applications.

EDUCATION

Rutgers University, Camden, NJ — Bachelor's Degree

September 2015 - Present - POLITICAL SCIENCE-Honors College

Camden County College, Blackwood, NJ — Associate's Degree

January 2008 - June 2011 - PARALEGAL STUDIES -Phi Theta Kappa Honors

LEGAL EXPERIENCE

Nash Law Firm, LLC – 3 yrs.

- Personal Injury
- Bankruptcy Pleadings– 7 and 13
- Family Court Pleadings
- Administrative Law
- LLC Formations
- Landlord Tenant

Law Office of Michael Kahn, PC-2 yrs.

- Municipal Criminal Pleadings
- County Criminal Pleadings
- State & Federal Criminal Pleadings
- Expungements
- Office Manager A/R and A/P
- Client Intake & File Management

Law Offices of David F. Offen – 2 yrs.

- Bankruptcy Pleadings– 7 and 13
- Client Intake & File Management
- Advertising and Marketing
- Implemented Client Files System
- A/R

SKILLS

Communicative
Team Player
Professional
Customer Service
Detail Oriented
Problem Solver
Energetic
Hardworking
Quick Learner
Open Minded
Optimistic