

EMPLOYMENT

PARALEGAL/OFFICE MANAGER*Ruberg Law, PLLC***YEARS EMPLOYED (2017-PRESENT)***Crestview Hills, KY***Education Law * Probate/Estate Planning * Litigation * Real Estate * Corporate * Personal Injury**

- Maintain calendar system for court appearances, deadlines and depositions
- Electronic Case Filing (CM/ECF, PACER)
- Draft documents, pleadings, agreements, contractual documents, reports, releases and correspondence
- Maintain electronic form document library
- Correspond and interact with clients, opposing counsel, insurance reps, court personnel, and vendors
- Prepare exhibits and trial binders
- Prepare spreadsheets, PowerPoint presentations, proposals, timelines and graphs
- Summarize records and documents
- Assist with bookkeeping/accounting including client billing
- Assist with design and implementation of office procedures and equipment
- Research and fact finding
- Coordinating meetings, depositions, travel arrangements and social events
- Office Management Duties
- Bookkeeping duties as needed (Ebillity/Quickbooks)

PARALEGAL*O'Hara, Ruberg, Taylor, Sloan & Sergent***YEARS EMPLOYED (2004-2016)***Crestview Hills, KY***Education Law * Probate/Estate Planning * Litigation * Real Estate * Corporate * Personal Injury**

- Maintain calendar system for court appearances, deadlines and depositions
- Electronic Case Filing (CM/ECF, PACER)
- Draft documents, pleadings, agreements, contractual documents, reports, releases and correspondence
- Maintain electronic form document library
- Correspond and interact with clients, opposing counsel, insurance reps, court personnel, and vendors
- Prepare exhibits and trial binders
- Prepare spreadsheets, PowerPoint presentations, proposals, timelines and graphs
- Summarize records and documents
- Assist with bookkeeping/accounting including client billing
- Assist with design and implementation of office procedures and equipment
- Research and fact finding
- Coordinating meetings, depositions, travel arrangements and social events
- Back up bookkeeping duties as needed (Timeslips/Quickbooks)

MANAGER*The Disney Company***YEARS EMPLOYED (2003-04)***Florence, KY*

- Manage 15-30 employees
- Input payroll
- Hire/train/evaluate/terminate employees
- Manage evaluation paperwork, personnel records, schedules
- Maintain stock and merchandising
- Client service and sales
- Manage \$2.5 Million Dollar store's day-to-day operation

LEGAL ASSISTANT*Baker & Hostetler, LLP***YEARS EMPLOYED (2002-03)***Cincinnati, OH*

- Maintain calendar system for court appearances, deadlines & depositions.
- Draft documents, pleadings, agreements & correspondence

- Maintain form document library
- Correspond with clients, opposing counsel, insurance representatives, court personnel
- Prepare exhibits and trial binders
- Research as needed

LEGAL ASSISTANT/ OFFICE MANAGER

Gregory Delev & Associates, LPA

YEARS EMPLOYED (2000-01)

Cincinnati, OH

- Maintain calendar system for court appearances, deadlines & depositions.
- Draft documents, pleadings, agreements & correspondence
- Maintain form document library
- Correspond with clients, opposing counsel, insurance representatives, court personnel
- Prepare exhibits and trial binders
- Research as needed
- Maintain collection databases
- Maintain client billing, records payments, document firm expenses (Quicken)
- Order and maintain firm stock levels and equipment
- Hire and train staff

CALL CENTER REPRESENTATIVE

Citibank, NA

YEARS EMPLOYED (1999-2000)

Florence, KY

- Call Center collections
- Maintain and update database
- Process and document client payments

MANAGER

The Limited Company

YEARS EMPLOYED (1995-1999)

Florence, KY

- Manage 15-30 employees
- Input payroll
- Hire/train/evaluate/terminate employees
- Maintain stock and merchandising
- Manage evaluation paperwork, personnel records, schedules
- Client service and sales
- Manage \$1.5 Million Dollar store's day-to-day operation

LEGAL ASSISTANT

Hardin & Hill, LPA

YEARS EMPLOYED (1989-1995)

Cincinnati, OH

- Maintain calendar system for court appearances, deadlines & depositions.
- Maintain form document library
- Type pleadings, legal documents & correspondence
- Prepare exhibits
- Research as needed
- Maintain client billing, records payments (Timeslips)
- Order and maintain firm stock levels

EDUCATION

U.S. GRANT VOCATIONAL SCHOOL

Computerized Office Skills 900 Certification
Legal Office Skills Certified/Accounting; GPA 4.0

YEARS ATTENDED (1988-1989)

BETHEL, OH

ACCREDITATIONS

CERTIFIED KENTUCKY PARALEGAL

Notary Public – Kentucky State at Large

2011-PRESENT

2004- PRESENT

SOFTWARE/TECHNOLOGY

Microsoft Word
Word Perfect
Timeslips
Quickbooks Online
Ebillity

PowerPoint
Excel
Access
Adobe XI Pro
Website Building

xplorer2 lte
Outlook
Google Mail/Phone/Calendar
Express Dictate/Scribe

MEMBERSHIPS/ASSOCIATIONS

Kentucky Paralegal Association (Currently Public Relations Chairperson/Technology) 2011- PRESENT
Northern Kentucky Association of Paralegals (Currently Vice President/Treasurer) 2011- PRESENT
Citizens Foster Care Review Board – Kenton County #6 – Judge Christopher Mehling 2013- PRESENT
Beckfield College – School of Justice – Paralegal Advisory Board 2015- PRESENT