



Legal - Assistant / Interior Designer

Behind every great leader, the production starts from a thought, and a motive by establishing a plan that's beneficial, resourceful, profitable, where there's no room for a kickback, professionalism is held to a higher standard, in your career goal of inspiring of others to be driven in there career goal is one that started that same journey, having a passion and a goal to succeed your best introduction to what describes you as a person is your morals, principles, values, traits,& the determination to succeed behind every great entrepreneur is one that placed their heart in their foundation.

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PROFESSIONAL SUMMARY

Looking for a company that develops professionalism in every aspect of their performance, displaying their principality in their work ethics, morals and professionalism is a requirement, to be successful where I can demonstrate my educational history, and knowledge through my work and having an eye on the prize, Having A position with a growing company where I can best utilize my knowledge and educational background as a legal assistant to reach my highest standard of becoming a great and awesome lawyer to

judge on the basis on what's right, fair, just, to a potential employer and to achieve my strategic goals, specialize in the law field as in discovery and completion of cases, I'm very versatile as an entrepreneur I Have a known history in completion of any jobs Im faced with and ready for any competition

Work History

Dymes Trucking Company

02/2018- 06/2018

Class A Truck Driver

- Providing excellent customer service and quality satisfaction
- Shipment within the reasonable time allotted Picking up and making drop-offs Loading and unloading merchandise
- Picking up metal, rocks, asphalt, for groundwork and maintenance of the streets, highways, and roadways, while keeping a steady temperature.

Legal Assistant/Legal Secretary

01/2018 to 02/2018

Carolina legal staffing – Charlotte, North Carolina

- Case reviews of all cases
- Typing documents that follow the law
- Preparing case summary's Filing documents entering into the database
- Closing of cases Submitting restitution

Class A Truck Driver

04/2017- 05/2017

Stevenson Transportation Inc – CHARLOTTE, NC

- Delivering foods to companies and businesses
- Providing excellent customer service and quality satisfaction
- Shipment within the reasonable time allotted Picking up and making drop-offs Loading and unloading merchandise

Head Housekeeper

02/2017 to 07/2017

Fairfield inn & residence in – CHARLOTTE, North Carolina

- Cleaning and inspecting rooms for adequate service
- Checking in residents during the stay period

Supervisor Of Housekeeping **01/2017 to 07/2017**
Sheridan Le Meridien Hotel – CHARLOTTE, NC

- Cleaning rooms supervising other employees in self-sufficiency
- checking logbooks and inspection

Housekeeping inspector **02/2015 to 02/2014**
Fairfield inn – CHARLOTTE, NC

- Cleaning and inspecting rooms
- Working in guest services
- Checking logbooks
- Checking in all keys for the rooms.

Paralegal **01/ 2015- 04/ 2013**

Freelance Services – New York/North Carolina, Ny/NC

- Submitting cases in court Reviewing the facts about the case
- Writing briefs and memorandums for cases
- Won several cases in the NY, manhattan Bronx, Raleigh charlotte, Chicago judge Mathis & gaston county area Very stern and firm in my decision making

Co-Founder And Owner **01/2015 to 11/2012**
Kenu's Housekeeping Services/ Interior Designs

- 2 to the house – Charlotte, NC Servicing the Charlotte and Greensboro area all areas of Carolina's
- Coach a team of 159 housekeepers / Designers

- Education entrepreneur Skills Sending employees to different locations of NC areas Charging according to the size of the house

Freelance Hair Stylist/Make-Up Artist
Keisha Stylz – New York, Ny

11/2002 to 01/2011

- Creating unique styles to perfection in hair and makeup Discovering the beauty in oneself
 - Recording notes, dates, and profile picture

Paralegal Assistant
Cochran Firm – Charlotte N.C.

07/ 2007- 01/2010

- Briefed and analyzed cases for facts
- Writing briefs memorandums and statements of facts Discovery of the evidence to compel Conclusions of the facts
- Returning phone and calendar calls
- Visiting client's home as per interview
- Accepting payments Traveling with one of the top lawyers in history Mr. Cochran

Housekeeper
Hampton inn – New York - CHARLOTTE, NC

07/ 2007 - 09/2010

- Cleaning rooms
- Assisting in guest services
- Checking in log in keys

Regional inspector
Hotel pro – CHARLOTTE, NC

09/2010 to 02/2009

- Travel to different hotels inspecting hotels and rooms
- Getting updated reports on the hotel and the quality of services provided
- Showing new strategies of hotel accommodations

Unarmed Security Guard **10/2007 to 09/2009**
Us Security Associates – Raleigh, North Carolina

- Worked with customers checking ID's
- Using metal detectors and scanners to provide safety and security of others and intruder's
- Wrote incident reports while making rounds

Cashier/Office Assistant **06/2009 to 11/2008**
Fiddlestix gas station – Raleigh, North Carolina

- Provided excellent customer service to customers
- Priced new inventory and placed on shelves storeroom
- Performed inventory of products, money orders, and lottery tickets
- Maintained the cleanliness and organization of the store.

Captain Security Supervisor **06/2007 - 10/2006**
Gate Safe security – New York, Ny

- Checked people's ID's at the airport
- Made rounds including checking security cameras, metal detectors, and scanners
- Checked for any possible bomb threats at any location of the airport
- Reviewed schedules and assigned employees to their post
- Supervised and coached a team of 400 guards for schedule
- Utilized company vehicles during patrol while making rounds to sites and making sure everything was safe and secure

Recorded incident reports as needed daily

Judges Assistant **03/2007 - 09/2005**
Manhattan Criminal Court – New York, Ny

- Worked under the highest criminal judge in the Supreme Court building as her assistant
- Typing and hearing cases while recording cases as dated
- Researched each case including proofreading documentation for the judges
- Ran errands for and from the employer to the clients homes for updates about the cases that were presented in court on or off the record

Security Guard/ Shift Supervisor **02/ 2007 - 02/2008**
Mandell Security Company/ FJC Security – New York NY, North Carolina

- Checked ID's for males and females in homeless shelters
- Wrote incident report as needed Recorded usage of company
- Patrol car and golf cart
- Checked rooms in homeless shelters and battered women's facilities for security protection
- After reviewing the work schedule assigned employees to their posts

Security Guard **01/2001 to 03/2007**
F J C Security Service – CHARLOTTE, NY

- Made rounds which Included writing incident reports
- Observed people in the building and was aware of potential intruder's
- Checked rooms in homeless shelters and battered woman's facilities for security protection
- Worked in clinics receiving special services and infected hospitals and dept of sickness for added protection

Paralegal **02 / 2000 - 03/ 2007**
Fitzgerald& Fitzgerald Law Firm – New York, Ny

- Performed legal research for cases
- Citing case law and presenting briefs and memorandums and discovery of cases
- Interviewed clients, took notes, responded to phone and calendar calls, as well as appeared in court making presentations for my former employer

- Worked on several cases and prepared documents as recorded and dated in court files Won't prior cases in new York under civil liability which entailed in a personal injury case of client's

Dishwasher/Kitchen Prep

11/1999 - 06/2000

North Carolina State University – Raleigh, NC

- Washed dishes while operating the machines to maintain areas of responsibility
- Delivered materials to the company for future usage updated

Education

**BBA: Criminal justice
Manchester, Nh**

Current Southern Hampshire University -

Obtaining my bachelor's degree in the criminal justice field to major in law field as a defense attorney or prosecutor While studying the criminal minds as in parole or probation officer correction officer Looking to also specialize in forensic psychology and investigations

Associate of Applied Science: Criminal justice

2007 Interboro institute - New York, Ny

Majoring in different types of law personal injury cases, civil cases, criminal cases, family law cases, torts, ethics, real estate law cases, corporate cases, immigration law,

Associate of Applied Science: Paralegal studies

2009 John jay college - New York, Ny

Completed one year of forensic science and paralegal studies
Obtained a GED

Entrepreneur

Starting my acting and comedy and singing career

Nothing can stop me but God

Skills

Security protection

Typing word documents and entering for data entry

Waitress

Cleaner the

Singer/dancer

Hands-on training in the law field Cashier Cook Performer Acting/ comedy singing

Others are available upon request

updated