

Hailey Lough

Saratoga Springs, NY 12866

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Forensics | Law Enforcement | Criminal Investigations | Law

Curious and entry-level resource focused on career in criminal justice system. Analyze case studies and participate in debriefing sessions in connection with Snyder Grey murder and Grenfell Tower fire in UK as part of academic training.

Evaluate evidence from events to determine criminal activities. Pursue technical work and corresponding analysis to assist with crime scene investigations.

Exercise sound judgment and individual initiative.

Authorized to work in the US for any employer

Work Experience

Hearing Specialist

Quikaid The Disability Experts - Saint Petersburg, FL

August 2021 to Present

Provides assistance to clients to prepare them for their Social Security disability hearings. Requested and submitted the necessary documents in preparation of the disability hearings. Gathered medical records, forms, documents needed for the disability hearing. Primary form of communication between client, representative, and Social Security.

Server

Slyce Pizza Bar - Indian Rocks Beach, FL

June 2022 to August 2022

Took food and drink orders, Served meals, Checked on diners and guests frequently, Prepared to-go pizza boxes and containers, Greeted diners and created a welcoming atmosphere, Worked at an indoor/outdoor style restaurant based on the beach (two locations), Handled a handful of tables daily, Pre-bussed tables, Handled money with use of a POS System.

Legal Assistant

Morgan and Morgan - Tampa, FL

September 2020 to May 2021

Answered any incoming calls, Addressed clients questions, Scheduled appointments between client and attorney, Requested evidence needed for hearings.

Legal Assistant

Cloud Law Firm - Clearwater, FL

December 2019 to August 2020

Answered all incoming calls to the office, helped maintain a positive and professional work environment, checked and sorted through daily mail, set clients up in the conference rooms for meetings, maintained a clean work space, checked inventory for office supplies and ordered items when needed, sent out new client paperwork, set up appointments for the attorneys and paralegal

Server

Besitos - Tampa, FL

August 2019 to December 2019

Greeted guests promptly, assisted with front-of-house duties, prepared table-side guacamole made to order with fresh ingredients, assisted with serving in the party-room, served the indoor dining area and outside patio.

Server

The Mercantile Kitchen & Bar - Saratoga Springs, NY

June 2019 to August 2019

Server

APPLEBEE'S NEIGHBORHOOD GRILL + BAR - Seminole, FL

2016 to 2019

Host 2016-2019

Serve food, drinks, and accommodate guests' needs in courteous manner and in alignment with Applebee's service guidelines. Respond to questions and offer suggestions regarding food and drinks. Create and engage in upbeat friendly atmosphere. Work with bar and kitchen resources and operate point-of-sale computerized system to process orders and guest payments. Demonstrate ability to work in changing and fast-paced environment. Interact with and support other service team members. Commenced work as host. Met and greeted guests and handled reservations.

Student Volunteer

REGAL PALMS ASSISTED LIVING - Largo, FL

2014 to 2016

Supported residents in safe and caring environment at this senior living facility offering various social and life enrichment programs. Worked with Alzheimer patients, which included assisting with activities. Contributed as part of network to provide care and support; maintained positive atmosphere to help care for senior population.

Cashier

TAZIKI'S MEDITERRANEAN CAFE - Clearwater, FL

2015 to 2015

Assisted with proper running and maintenance of this Mediterranean Café, a fast casual chain of franchised restaurants that purveys Greek and Mediterranean cuisine. Managed to-go orders and handled dessert preparation for customers.

Processed payments and issued receipts.

Etc

Shoot Straight

September 2014 to November 2014

Attended basic firearms and safety and tactics class. Learned shooting fundamentals, malfunction drills, and firearms maintenance. Trained in Point shooting and Practical shooting.

Old Salt Fishing Foundation: Volunteered as part of fishing tournament that supported special needs children Fall 2014

Camp Chingachgook: Counselor in Training. Worked with campers at this sleepaway YMCA wilderness camp. Engaged with children on 3-day wilderness hikes and hosted classes; promoted engagement and positive summer experience. Summer 2013

Education

Bachelor's degree in Minor in Leadership and Criminology

University of South Florida St. Petersburg - Saint Petersburg, FL

August 2015 to May 2019

Bachelor of Science in Forensic Studies & Justice

UNIVERSITY OF SOUTH FLORIDA - Saint Petersburg, FL

May 2019

Skills

- Microsoft Office
- Typing
- Excel
- SPSS Statistics
- Microsoft Powerpoint
- Microsoft Word
- Adobe Acrobat
- Microsoft Outlook
- POS
- Proofreading
- English
- Salesforce (1 year)
- Intake

Links

<https://www.linkedin.com/mwlite/in/haileylough>