

LINDA HIXSON
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OBJECTIVE: _____ My objective is to obtain a job where I can utilize my skills and or train me to be efficient in that area.

WORK EXPERIENCE:

PROGRESSIVE PIP HOUSE COUNSEL (FILE CLERK 03-2015 ADMINISTRATIVE ASSISTANT – 08-2015 LEGAL ASSISTANT 07-2019 – PRESENT)

- Provides administrative support to an Attorney and/or group or department.
- Can maintain calendars and schedules including scheduling meetings/events.
- Makes copies, answers phones, sends correspondence.
- Assign new referrals to attorney and open up cases in ATO
- Help run Pre-Trial Calendar, make sure all Pre-Trial conferences are Waived
- Sometimes step in and make sure master list is updated
- Help out with Daily reports
- Help open mail if needed
- File documents with the court
- Ability to work independently while maintaining highly confidential information
- Effective listening, verbal and written communication skills

LAW OFFICES OF ADAMS & DIACO, P.A. (FILE CLERK) - MIAMI, FL (10/2012 - 6/2014)

- file records away in alphabetical or numerical order
- code files for proper placement
- retrieve files if necessary
- ensure if files are loaned out to another office that they come back
- clean and maintain file space
- manage all databases and records
- purge old files
- create new entries as needed
- log all files that are removed
- fax and photocopy files
- deliver via interoffice mail
- ensure files are accessible and that file room is well lit
- process and scan files to be entered in to computer
- use scanners to convert forms, receipts and reports into electronic format

SKILLS: Proficient in Microsoft Office, Outlook, WordPerfect, Client Profiles, Excel, 10-key Calculator

REFERENCES AVAILABLE UPON REQUEST