

# Resume 715

## **OBJECTIVE:**

Legal Administrative Assistant passionate about other's well-being looking to move into the field of medicine as an entry-level Certified EKG Technician/Certified Phlebotomist. Will provide empathy, solid organizational skills and keen attention to detail.

## **EDUCATION:**

01/2022 – 11/2022      *Certified Phlebotomy Technician & Certified EKG Technician*  
Bryant & Stratton, Amherst, NY

1994-1998              *Bachelor of Arts in English Literature*  
St. Lawrence University, Canton, NY

## **ADMINISTRATIVE/LEGAL EXPERIENCE:**

03/2020 – 11/2021      *Legal Administrative Assistant*  
The Law Offices of Melissa A. Day, PLLC, Amherst, NY  
◆ Prepared Applications for Board Review (ABR) and Rebuttals to Applications for Board review  
◆ Filed ABRs and Rebuttals to ABRs according to Workers' Compensation Board (WCB) deadlines via e-mail and WCB website upload platform  
◆ Performed redundancy checks for possible fellow employee errors critical to WCB filing deadlines, trial dates and times, deposition dates and times and new case contact information

10/2018 – 03/2020      *Lancaster Site Manager*  
FeedMore WNY (f/k/a Meals on Wheels of WNY), Lancaster, NY  
◆ Organized volunteers for specific daily delivery routes  
◆ Made sure clients received their meals as scheduled and without incident  
◆ Contacted Social Work Department of FeedMore WNY for clients as necessary

03/2011 – 09/2018      *Legal Administrative Assistant/Medical Records and Depositions Depts.*  
Hamberger & Weiss, Buffalo, NY  
Legal Administrative Assistant Duties:  
◆ Prepared and filed documents with the Workers' Compensation Board  
◆ Drafted and revised documents via dictation  
◆ Prepared subpoenas for medical records to be served to hospitals, medical practices & individual doctors  
◆ Prepared subpoenas and letters to be served to individual doctors for telephone depositions  
◆ Followed HIPAA regulations

05/2006 – 03/2008      *Corporate Legal Administrative Assistant*  
Wolcott Rivers Gates, Virginia Beach, VA  
◆ Drafted and revised correspondence to clients via dictation  
◆ Redlined documents per client and attorney instructions

02/2005 – 05/2006      *Corporate Legal Administrative Assistant*  
Troutman Sanders LLP, Virginia Beach, VA  
◆ Carried out attorney instructions via Walkabout Write dictation software including drafting and revising e-mail, letters and document inserts  
◆ Submitted a variety of filings to the SEC and the State Corporation Commission

04/2002 – 01/2005 &  
04/2008 – 01/2009      *Intellectual Property Legal Administrative Assistant*  
Hodgson Russ LLP, Buffalo, NY  
◆ Prepared and filed Patent Applications, Office Actions and Preliminary Amendments with the United States Patent and Trademark Office on a regular basis  
◆ Drafted correspondence to clients and foreign associates

01/2000 – 03/2002      *Receptionist; File Clerk*  
*Chelus, Herdzyk, Speyer & Monte, P.C., Buffalo, NY*  
◆ Answered multiple phone lines and paged attorneys  
◆ Entered billable time for all attorneys  
◆ Maintained filing for all attorneys in firm  
◆ Opened and closed all firm files