

# Melanie Parks

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## EXECUTIVE ASSISTANT / LEGAL ASSISTANT / COMPUTER OPERATIONS ASSISTANT

***EXPERIENCED EXECUTIVE AND LEGAL ASSISTANT WITH EXCELLENT ORGANIZATIONAL AND CLIENT RELATION SKILLS SEEKING A POSITION AS AN EXECUTIVE ASSISTANT OR LEGAL ASSISTANT, WHERE A WORKING KNOWLEDGE OF OFFICE ADMINISTRATION, SENIOR LEVEL ASSISTANCE, LEGAL TERMINOLOGY, GENERAL AND REAL ESTATE LAW CAN BE FULLY UTILIZED AND EXPANDED.***

- ***STRONG ORAL AND WRITTEN COMMUNICATION SKILLS***
- ***EXCELLENT DECISION-MAKING ABILITIES***
- ***DETAIL ORIENTED; ADHERENCE TO DEADLINES***
- ***SOLID WORK ETHIC***

## PROFESSIONAL EXPERIENCE

***8/2009-PRESENT FIRSTGROUP AMERICA, Cincinnati, Ohio***

***Executive Assistant to Senior Vice President, General Counsel***

Assist SVP/General Counsel and Deputy General Counsel, as well as two associate general counsel and three senior attorneys; Preparation of Status and Time Reports, Attendance Reports, Management Board Reports and Safety Inspection Reports utilizing specialized computer programs as well as MS Word, Power Point and Excel; Maintenance of all filing systems for the department; Oversee both school and transit bid boxes, generating reviews of proposals and contracts with outside contract attorney pool; Responsible for weekly travel arrangements using TravelFocus, including air fare, hotel and taxi/auto reservations; Calendar scheduling; Coordinate department meetings; Preparation of expense reports utilizing Concur program; Drafting correspondence; Oversee Analyst and Jr. Administrative Assistant in delegating and completing tasks; Assist department paralegals with administrative tasks; Manage supply inventory utilizing R2P and JD Edwards programs; General administrative duties for law department.

***9/2007-1/2009 POMEROY IT SOLUTIONS, INC., Hebron, Kentucky***

***Executive Assistant to Senior Vice President, General Counsel***

Drafting of documents; Preparation of certificates of insurance; Track legal invoices, bonds, insurance premiums and immigration personnel via Excel spreadsheets; Correspondence; File maintenance; Creation of closed file system; Calendar scheduling; Coordinate litigation depositions, meetings, media and documentation; Research corporate filings.

***3/1992-9/2007 Aronoff, Rosen & Hunt, LPA  
/Tri-State Land Title Agency, Inc. Cincinnati, Ohio***

***Legal Assistant / Computer Operations Assistant***

Supported 2 senior partners and 1 associate; Drafting of documents; Word processing; Dictation/Transcription; Input of time slips; Computer Operations Assistant overseeing maintenance, repair and budget of IT system; Maintain closed file system; Preparation of commercial and residential title insurance commitments, policies and endorsements; Maintenance of all the agency accounts payable/receivables; Equipment/Supplies Clerk; Court house runner for Kentucky recordings and civil filings.

## **EDUCATION AND SPECIALIZED TRAINING**

- ◆ St. Henry High School, Erlanger, Ky; Major: Secretarial/Office Skills – Graduate
- ◆ Excel 2003, Beginner and Intermediate – 3/2008; New Horizons, Ft. Mitchell, Ky
- ◆ Power Point, Beginner and Intermediate –3/2008; New Horizons, Ft. Mitchell, Ky
- ◆ Word 2003, Beginner and Intermediate – 10/2006; Waltz Bus. Systems, Edgewood, Ky
- ◆ SoftPro – 2003; New Horizons, Lexington, Kentucky

## **ACTIVITIES AND ACHIEVEMENTS**

- ◆ Member, International Association of Administrative Professionals
- ◆ Affiliate Member, Northern Kentucky Bar Association
- ◆ Northern Kentucky Children's Home - Chaired Office Project – Increasing and Exceeding Donation Records 2002 through 2007
- ◆ Quality Service Network, 2002-2004 - Secretary, Board of Directors

## **OFFICE SKILLS**

80/100+ wpm, word processing; dictation/transcription; short hand; data entry, legal document review and preparation, accounts payable/receivable, data/file system management. *PROGRAMS*: Microsoft Office: Word, Outlook, Excel, PowerPoint • JD Edwards/R2P • TravelFocus • Concur Expense Reporting • WordPerfect • Windows XP • Timeslips Remote • Claris Filemaker Pro • Softpro • Adobe Photoshop • Norton Utilities

***References Available Upon Request***