

[REDACTED]

[REDACTED] Palm Beach, FL 33480

CELL [REDACTED] • [REDACTED]

“A Solid Record of Performance in Customer Service and Client Relations”

SUMMARY: Energetic and results-oriented Professional with a consistent track record for handling multiple activities and projects. Very focused on attention to detail, and achieving goals. Recognized for demonstrating excellent interpersonal skills, and for the ability to partner well with team members.

CORE SKILLS: Sales • Client Relations • Customer Service • Training • Office Administration • Accounting
Legal Skills • Communications • Leadership and Team-work • Fund-raising

EXPERIENCE:

ATTERBURY GOLDBERGER & WEISS, P.A., West Palm Beach, FL (Full Time) July 2008-Current

Atterbury, Goldberger & Weiss, P.A. is an accomplished Florida law firm specializing in criminal defense

Paralegal and Specialized Client Relations

Responsibilities include dealing with firm’s highest net worth client. Overseeing complex litigation. Coordinated all financial aspects of multi jurisdictional litigation.

JAMES K. GREEN, P.A., West Palm Beach, FL (Full Time) January 2006-March 2008

Law firm handling constitutional and criminal law. Heads the Palm Beach County Chapter of ACLU.

Paralegal

Responsibilities include client screening, research, office work, client relations, and training of new employees. Administer a variety of client interactions including billing, correspondence, client intakes for ACLU cases. Maintain client relations on criminal cases.

THE PARADISE FUND, Palm Beach, FL (Full Time) January 2007-April 2009

Feeder Fund to International Charities.

President

Responsible for all activities related to raising charitable funds including event planning, administration, marketing and building strong community relationships. Insure that all proceeds are donated to charity.

Accomplishment:

- Within 2 years gained overwhelming success in Palm Beach with fund-raising efforts.

SOTHEBY’S INTERNATIONAL REALTY, Palm Beach, FL (Part-Time) October 2006 – December 2007

Real estate company selling luxury homes and estate homes in Palm Beach and throughout the world.

Licensed Realtor

Worked with high net worth individuals purchasing some of the most expensive real estate in the U.S.

EDUCATION:

AA Degree, 2003
Tallahassee, FL

TCC,

COMPUTER SKILLS: • Proficient in Microsoft: Word – Excel – Powerpoint • Proficient with MAC OS • Peachtree

HOBBIES: • Hiking • Boating • Skiing

SDNY_GM_00077666