

Story Austin Cowles

"A Solid Record of Performance in Office Administration 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: Office Administration • Client Relations • Customer Service • Training • Sales • Accounting
Legal Skills • Communications • Leadership and Team-work • Fund-raising

EXPERIENCE:

BR Guest Hospitality, New York, NY (Full Time) **August 2010-October 2010**
BR Guest Hospitality is a group of well known restaurants, bars and hotels throughout the United States
Restaurant Management Training Program

ATTERBURY GOLDBERGER & WEISS, P.A., West Palm Beach, FL (Full Time) **July 2008-August 2010**
Atterbury, Goldberger & Weiss, P.A. is an accomplished Florida law firm specializing in criminal defense
Legal Assistant 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 2005-March 2008**
Law firm handling constitutional and criminal law. Heads the Palm Beach County Chapter of ACLU.
Office Administrator
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 (501 C-3), 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
TCC

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

References and recommendations upon request