KIMBERLY

Kimberly.271342@2freemail.com

**OBJECTIVE AND QUALIFICATIONS:** I am seeking a legal support staff position that willprovide me with limitless opportunities and help me reach my long-term goals.

**WORK HISTORY:**

**OFFICE OF THE ATTORNEY GENERAL OF TEXAS –** Austin, Texas

*Legal Secretary II* - May 2014 - Current

Eminent Domain - Transportation Division

*Legal Secretary I* - May 01, 1999 - Aug 31, 2000

Employment Litigation - General Litigation Division

**FILE& SERVEXPRESS -** *Law Clerk*

**CLINICAL PATHOLOGY LABORATORY** -*Medical Billing Specialist* **IKARD WYNNE LLP LAW FIRM** -*Legal Admin*

**ALLIANCE TRANSPORTATION GROUP, INC. / ALLIANCE TEXAS ENGINEERING** -*Data Entry*

**ONEWEST BANK** -*Foreclosure Specialist III*

**INTERNAL REVENUE SERVICE** -*Data Transcriber and Term Seasonal Clerk* **TEXAS WORKFORCE COMMISSION** *- Program Tracking Specialist*

(Various positions/titles - temporary assignments - April 2010 - February 2014)

**PHILLIPS MURRAH -** Oklahoma City, Oklahoma

*Legal Secretary/Legal Assistant* - July 17, 2008 - January 22, 2010

Appellate, Bankruptcy, Civil & Constitutional Rights, Commercial Litigation, Environmental Law, Oil & Gas Litigation, Oil & Gas Transactions, Real Estate Litigation, Title Opinions

**MARTHA C. BROWN & ASSOCIATES, LLC**

*Legal Secretary Assistant -* September 2007 - May 2007

Elder Law, Estate Planning, Guardianship/Conservatorship Estates, Life Care Planning, Long-Term Care Planning (Protection of Assets), Benefits (formerly Medicaid), Probate, Special Needs Planning, Tort Settlement Assistance, and Veterans Benefits

**POLSINELLI SHUGART LAW FIRM -** Kansas City, Missouri

*Legal Secretary* - January 09, 2006 - May 03, 2007

Real Estate and Financial Services departments - Employment, Litigation, Real Estate, Oil & Gas, and Bankruptcy

**SHOOK HARDY & BACON LAW FIRM -** Kansas City, Missouri

*Legal Secretary* - June 30, 2001 - December 31, 2005

Litigation - Product Liability

**EDUCATION:** ITT Technical Institute - Paralegal Associates Program, Center for AdvancedLegal Studies, Brown Mackie College, Johnson County Community College and Austin Community College, Durham Nixon & Clay Business College