

# Amelia Cordovan

25 Fernbrook Road, Rocky Hill, CT 06067 (860) 555-5555

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## OBJECTIVE

An entry level legal assistant position where I can utilize my education, computer skills and experience to assist an organization achieve its objectives and build my career as a paralegal.

## SUMMARY OF QUALIFICATIONS

- A hard working and dedicated team player with excellent time management and organizational skills.
- Capable of managing multiple tasks effectively in deadline driven environments.
- Demonstrated ability to grasp new skills and concepts quickly, and to adapt in challenging situations.
- Proficient using MS Office (Word, Excel, PowerPoint) and fluent in Spanish (verbal and written).

## EDUCATION

Manchester Community College, Manchester, CT

Currently enrolled in Associates degree program (Business Office Technology -Legal Administration Option)

Naugatuck Valley Community College, Waterbury, CT

Associate in Science in Legal Assistant (GPA 3.88)

2015

*Magna cum Laude, Secretary of Legal Assistant Club*

Tunxis Community College, Farmington, CT

Completed computer classes and English as a Second Language Certificate

2010 - 2012

National Autonomous University of Honduras, Tegucigalpa, Honduras

Bachelor of Science in Legal Studies

2008

## WORK EXPERIENCE

**Instructor**, Greater Hartford YMCA, Glastonbury, CT

2015 - Present

- Plan lessons and teach Spanish language to area youth
- Organize and facilitate various sports related activities and assist with preschool program

**Intern**, Philip H. Monagan - Attorney-at-Law, Waterbury, CT

Summer 2015

- Worked with attorney who specialized in real estate, collections, and personal injury
- Applied basic procedures of the law firm related to record management
- Performed title searches on client property

**Substitute Teacher**, Southington Public Schools, Southington, CT

2012 - 2014

- Prepared curriculum, graded exams and taught material to Spanish language classes for middle and high school students

**Computer Lab Assistant**, Tunxis Community College, Farmington, CT

2010 - 2012

- Resolved student computer issues and concerns and answered questions related to software which included Word, Excel, Access and Windows
- Set-up computer work stations and ensure proper functioning for class use

**Freelance Legal Assistant**, Tegucigalpa, Honduras

Mar – Jul 2010

- Performed civil and criminal case legal research and procedures for attorneys, including Tania Fuentes Rendon, Lic.

**Lawyer's Assistant**, Humberto Palacios Moya - Attorney-at-Law, Tegucigalpa, Honduras

2008 - 2010

- As Intern was assigned criminal cases to research and expedited legal procedures for court trial

## VOLUNTEER EXPERIENCE

Manchester Church of Christ, Manchester, CT

2011 - Present

Assist with community projects in Honduras (e.g., translation, donations, medical brigades, building homes)

# Carrie O'Donnell

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## Objective

A full-time position in an office environment that will utilize and enhance my educational background and enable me to contribute to the growth and development of an organization.

## Summary

A dependable and responsible critical thinker with a positive attitude. Highly motivated and self-confident. Willing to accept new responsibilities. Capable of handling multiple tasks and interacting with diverse populations. Well-developed organizational & communication skills. Proven ability to effectively adapt in new and challenging situations. Able to work accurately / efficiently with little to no supervision.

## Education

Manchester Community College, Manchester CT

**Associates in Science in Accounting & Business Administration**

May 2017

Related Coursework: *Financial Accounting, Managerial Accounting, Corporate Finance, Principles of Management, Organizational Behavior, Principles of Marketing, Commercial Law, Legal Environment of Business, Public Speaking*

## Work Experience

Core Communications LLC, Suffield, CT

**Office Assistant** (Telecommunications Management Company)

May 2014 – present

- Telecommunications Account Manager for Winn Residential and Seven Hills foundation
  - This includes processing repair issues, billing issues and handling any customer requests
- Manage company's database using Excel
- Provide administrative assistance to two managers to include faxing, filing, copying, preparing word documents and PDF files as well as retrieving e-mails and following up with clients

Jones Metal Company, South Windsor, CT

**Office Manager** (Sheet Metal and Fabrication Company)

2008 – 2013

- Handled accounts payable and receivable via QuickBooks
  - Reconciled QuickBooks
  - Handled all money transactions including payroll and taxes
  - Created invoices
- Managed all customer service needs
- Provided administrative assistance with price quote requests as well as faxing, filing, copying and preparing word documents
- Provided assistance in Shipping and Receiving
  - Purchase orders
  - Deliveries
- Worked in shop as second hand when needed

## Volunteer Experience

Susan G. Komen Breast Cancer Walk October 30<sup>th</sup> through November 1<sup>st</sup>, Tampa, FL

2015

Leo Club Member of East Windsor, East Windsor, CT

2008 – 2014

## **PROFILE**

Registered Nurse with strong mental health background. Empathetic, intelligent, and caring. Flexible to scheduling. Able to work in multi-disciplinary team. Seeking a rewarding position in the Drug & Alcohol Counseling arena.

## **EDUCATION, LICENSURE AND CERTIFICATION**

Manchester Community College, Manchester, CT

**Associate in Science in Drug & Alcohol Counseling**

May 2017

Graduated Summa cum Laude (3.9 GPA), Phi Theta Kappa National Honor Society

Boston State College/UMass, Boston, MA

**Bachelor in Science in Nursing**

*Licensed Registered Nurse - Connecticut License R34288*

## **RECOGNITIONS AND SPECIALIZED TRAINING**

- 2009 Board of Trustees & Education Coordinator - Manchester National Alliance for Mentally Ill (NAMI)
- Honored in Who's Who in America - 2007 Version
- Advocacy Training, Advocacy Unlimited, Wethersfield, CT (2006)
- Mental Health Educator (MHE) and Wellness Recovery Action Planner (WRAP) Facilitator 2006 Focus on Recovery-United, Inc., Middletown CT

## **PROFESSIONAL EXPERIENCE**

**Counseling Intern**, Blue Hills Substance Abuse Treatment Center, Hartford, CT 2016 – 2017

- Performed duties of Counselor including bio-psycho-social assessments, treatment plans, progress notes and discharge plans.
- Counseled clients individually and in groups.
- Played integral part of multi-disciplinary team planning patient care.

**Community Living Counselor**, United Services, Inc., Plainfield, CT 2008 – 2016

- Organized quality patient care under the Rehabilitation Model to mental health clients in 24 hour care facility.
- Counseled clients with multiple medical problems and co-occurring disorders.
- Facilitated one hour groups and discussions.
- Provided individual counseling to 14 clients and families.

**Psycho-Social Rehabilitation Counselor**, United Services, Inc., Willimantic, CT 2002 – 2008

- Addressed social needs of 30+ clients in clubhouse setting, full and part-time.
- Engaged in rehabilitation of average caseload of six mental health clients.
- Supervised clubhouse (The Lighthouse), opening/closing procedures, scheduling and performance of activities in community including transport.

**Psychiatric Nurse**, Hartford Hospital, Hartford, CT 1995 – 2002

- Oversaw care of thirty clients in a therapeutic milieu, distributing medications.
- Supervised an inter-disciplinary team of 5-8 co-workers.
- Worked with clients with multiple psychiatric diagnoses including co-occurring disorders.

## **VOLUNTEER EXPERIENCE**

**Telephone Recovery Support**, CT Community for Addiction Recovery, Hartford, CT 2010 – 2017

- Called addicts weekly to assess their progress in recovery.
- Performed office and secretarial duties.
- Served on Social Committee, planning and orchestrating group functions.

# BELLA JOHANSEN

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## SUMMARY OF QUALIFICATIONS

An experienced, mature and highly qualified business management professional with innovative presentation, strong negotiation and excellent communication skills. Well-developed planning and organizational ability. Strong attention to detail and committed to quality assurance. Proven success in dealing with customers and working as a team member. Successful working in multi-cultural settings. Strong work ethic and high achievement levels that positively impact the success of an organization.

## EDUCATION & PROFESSIONAL DEVELOPMENT

**Delhi University**, Delhi, India

Master of Arts in English Literature

*Completed Travel-related and Computer Skills Training, Sales & Marketing Strategies, Finance, Performance Enhancement, Professional Copy-editing and Proof-reading courses at various institutions.*

## MANAGEMENT

Prepared annual budgets & business plans. Managed operations for both corporate and leisure travel to achieve targeted profit objectives. Recruited, trained and supervised direct team of eight and indirect team of over 300 frontline staff. Implemented Operations & Sales of holiday programs and events. Created operational manuals. Formulated systems and procedures. Ensured quality control and monitoring. Represented company at major international trade events.

## SALES/MARKETING

Developed annual sales and marketing strategies for retail and wholesale networks. Prepared and distributed computerized, tabular presentation of rates & programs. Handled property, destinations and service provider inspections. Controlled brochure production. Directed sales and marketing team. Created training manuals. Conducted team trainings & briefings. Served as reference point both internally and externally. Planned advertising and press events.

## PRODUCT DEVELOPMENT & CONTRACTING

Annually contracted preferential rates & terms for global Corporate Travel and Leisure Travel Products & Services. Formulated contracts with suppliers, vendors and third-party marketing partners. Monitored contractual agreements to ensure compliance. Reviewed and assessed performance of contracted partners prior to renewing or cancelling. Continuously researched global market for new products and services. Standardized operational, administrative, accounting and marketing systems & procedures.

## WORK HISTORY

<b>Senior Tours Executive</b> , <u>Emerald Travel &amp; Tours</u> , London, UK	2012 – 2016
<b>Contracts &amp; Product Development/Sales Manager</b> , <u>DNATA/Emirates</u> , Dubai, UAE	2009 – 2012
<b>Assistant Manager</b> , <u>Thomas Cook Holidays</u> , Dubai, UAE	2005 – 2009

## VOLUNTEER EXPERIENCE

**Volunteer**, Laurel Gardens (Alzheimer's Care Facility), Glastonbury, CT  
**Literacy Program Volunteer**, East Cobb Middle School, Marietta, GA  
**Career Guidance Volunteer**, Campbell High School, Smyrna, GA  
**Secretary of PTSA**, Campbell High School, Smyrna, GA

## VERBS DESCRIBING SKILLS

accomplished	constructed	established	judged	produced	set
achieved	contracted	estimated	launched	programmed	sewed
acted	contrasted	evaluated	led	projected	shaped
adapted	controlled	examined	learned	promoted	shared
addressed	converted	expanded	lectured	proofread	showed
adjusted	corrected	expedited	liaised	proposed	simplified
administered	corresponded	explained	listed	protected	sized
advised	counseled	expressed	located	provided	sketched
altered	created	extracted	maintained	publicized	sold
analyzed	critiqued	fabricated	managed	published	solved
appraised	cultivated	facilitated	marked	purchased	sorted
arbitrated	cut	filed	marketed	raised	specified
arranged	decided	financed	measured	received	spoke
assembled	decreased	finalized	mediated	recommended	started
assessed	defined	fixed	met	reconciled	streamlined
audited	delegated	followed	minimized	recorded	strengthened
balanced	delivered	forecasted	modeled	recruited	studied
broadened	demonstrated	formulated	moderated	redesigned	summarized
budgeted	described	founded	modernized	reduced	supervised
built	designed	gathered	modified	referred	supplied
calculated	detected	gave	monitored	refined	talked
calibrated	determined	generated	motivated	rehabilitated	taught
catalogued	developed	guided	narrated	related	tended
categorized	devised	hired	navigated	rendered	tested
chaired	diagnosed	hosted	negotiated	reorganized	traced
changed	differentiated	identified	observed	repaired	trained
charted	differentiated	illustrated	obtained	reported	transcribed
checked	directed	implemented	opened	represented	transformed
classified	discovered	improved	operated	researched	translated
coordinated	dispensed	improvised	ordered	resolved	traveled
coached	displayed	incorporated	organized	responded	treated
collated	dissected	increased	oriented	restored	trimmed
collected	distributed	informed	originated	restructured	troubleshoot
combined	diverted	initiated	oversaw	retrieved	tutored
communicated	documented	inspected	painted	reviewed	uncovered
compared	doubled	installed	performed	revised	unified
compiled	drafted	instituted	persuaded	revitalized	updated
completed	drew	instructed	photographed	sang	upgraded
composed	edited	integrated	piloted	saved	used
computed	eliminated	interacted	planned	scheduled	utilized
conceived	empathized	interpreted	predicted	searched	verified
concluded	encouraged	interviewed	prepared	secured	weighed
conducted	enforced	introduced	prescribed	selected	welded
configured	enhanced	invented	presented	separated	widened
considered	enlarged	investigated	printed	served	won
consolidated	ensured	itemized	processed	serviced	wrote

# THE SKILLS EMPLOYERS WANT MOST

<b>WRITING SKILLS</b>	To express oneself clearly through written words.
<b>INTERPERSONAL/ SOCIAL SKILLS</b>	To get along well with others.
<b>NEGOTIATION SKILLS</b>	To bring about an agreement by bargaining.
<b>PROBLEM SOLVING ABILITY</b>	To identify the source of a problem and provide a solution.
<b>GLOBAL AWARENESS</b>	To possess an understanding of other cultures.
<b>ABILITY TO SYNTHESIZE</b>	To combine separate elements to form a new whole.
<b>MULTICULTURAL SKILLS</b>	To relate to people from diverse backgrounds.
<b>FOREIGN LANGUAGE SKILLS</b>	To communicate in multiple languages.
<b>CREATIVITY</b>	To bring a fresh perspective to a situation.
<b>ORGANIZATION SKILLS</b>	To manage multiple projects effectively.
<b>SELF-STARTER</b>	To work efficiently without supervision.
<b>TEAMWORK ABILITY</b>	To work well with others and put personal interests aside for the good of the group.
<b>ORAL COMMUNICATION SKILLS</b>	To express oneself clearly through the spoken word.
<b>FLEXIBILITY</b>	To adapt to new and different situations.
<b>LEADERSHIP SKILLS</b>	To guide the activities of a group and influence the opinions of others.
<b>PRESENTATION SKILLS</b>	To deliver a message to an audience effectively.
<b>COMPUTER SKILLS</b>	To be knowledgeable about various types of computers and software.
<b>CRITICAL THINKING SKILLS</b>	To sift through large amounts of information and make decisions about what is most useful.
<b>ANALYTICAL SKILLS</b>	To examine in detail or to separate data, ideas or objects into their parts.