**Legal Assistant Resume Sample 2**

**Richard Parker**  
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**Professional Summary**

I am an analytical problem solver and adept at defusing stressful situations with clients. I have ample experience maintaining accurate financial records and selling services. I have demonstrate able customer service skills in a variety of professional settings. I am an excellent team player who desires to implement and improve his skills in a legal setting.

**Working Experience**

**Office Intern**  
**Brooks Orthodontics- May 2012 - April 2017**  
**Weston, FL, 22189**

**Responsibilities:**

- Performed general administrative duties such as filing, sorting mail, stocking office supplies, and answering phones.  
- Maintained patient charts and records in compliance with HIPAA regulations.  
- Verified patient insurance coverage, filed insurance claims, and processed billing statements.  
- Monitored office equipment and completed preventative maintenance to ensure proper operation.  
- Served as front-desk support for the receptionist during her lunch hour and days off.

**Achievements:**

- Created and maintained company’s social media presence.  
- Efficiently resolved client issues, often earning praise from clients and management.

**Head Waiter**  
**Brownstone Bistro - August 2012 - May 2015**  
**Weston, FL, 22189**

**Responsibilities:**

- Provided exceptional service to all guests, including ensuring accuracy of orders and responding to any customer complaints.  
- Train and oversee new staff members.  
- Inform customers of new menu items and specials while focusing on upselling to increase the restaurant’s profits.  
- Ensure work and food services are clean and meet all work health and safety regulations.  
- Work cooperatively with other members of the kitchen and wait staff.

**Achievements:**

- Quickly promoted from Host to Head Waiter due to strong organizational skills and work ethic.  
- Record of reliability with no missed days in 3 years.  
- Motivated team members which resulted in improvement in overall performance.  
- Strengthened the restaurant’s reputation and customer loyalty by providing exceptional service.

**Education and Academic Training**

Associate of Arts in Business Administration, 2015  
Weston Community College, Weston, FL  
Office Administration Certificate, Weston Community College, 2014

**Job Related Skills**

* Proficient in Microsoft Word, Excel, and Outlook.
* Familiar with medical records and medical terminology.
* Strong attention to detail and organization skills.

**General Skills**

- Proven ability to accurately and efficiently count and balance cash drawers.  
- Adept at handling high-stress situations.  
- CPR certified.