

# John Doe

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## OBJECTIVE

Interdisciplinary Studies graduate seeking a challenging position as an office administrator to gain experience and skills in an organized office setting.

## EDUCATION

The University of Baltimore Baltimore, MD Expected Graduation: 05/2022

### Bachelor of Arts, Interdisciplinary Studies

Focus: Philosophy, Professional Writing, and Victim Studies

Community College of Baltimore County Baltimore, MD 05/2018

### Associate of Arts, General Studies

## WORK EXPERIENCE

Paralegal, MileOne Towson, MD 11/2017-Present

- Prepare affidavits, briefs, pleadings, appeals, and contracts, and organize documents in electronic filing system
- Investigate facts and law of cases and search pertinent sources, such as public records and internet sources, to determine causes of action
- Meet with clients and other professionals to discuss details of case
- Gather and analyze research data, such as statutes, decisions, and legal articles, codes, and documents
- Direct and coordinate law office activity, including delivery of subpoenas and arbitrate disputes between parties
- Keep and monitor legal volumes to ensure that the law library is up to date.

Medical Secretary, Seton Medical Group Baltimore, MD 07/2016-10/2017

- Scheduled and confirmed patient diagnostic appointments, surgeries, and medical consultations
- Operated office equipment and software applications to prepare reports, invoices, financial statements, letters, case histories, and medical records
- Received and routed messages and documents, such as laboratory results, to appropriate staff
- Maintained inventory of supplies and ordered when needed
- Arranged hospital admissions for patients

Guest Service Associate, Target Timonium, MD 03/2014-05/2016

- Processed payments by cash, credit card, and vouchers
- Tabulated bills using calculators, cash registers, and optical scanners
- Stocked merchandise in preparation for sales

## ON CAMPUS INVOLVEMENT

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Member, Philosophy Club 2021

Member, Sigma Tau Delta 2020

Member, Student for Public Interest 2020