
COURTNEY M. KING



COURTNEY.MICHELLE.KING@
OUTLOOK.COM



256-665-7512

OBJECTIVE

To secure a position, offering advancement opportunities, to utilize my talents and skills, so that I may contribute to the effective operations, efficiency, and profitability of the company as well as continue my own personal growth.

SKILLS

Prioritizing/Multitasking
Great Communication Skills
Thinking Ahead
Problem Solving
Tech Savvy
Great Attention to Detail
Very Well Organized
Quick Learner/Thinker
Microsoft Office
Needles
Perfect Practice
Alacourt

EXPERIENCE

CHARLES PITMAN ATTORNEYS AT LAW

May 2018 – Current

Litigation Referral Administrator

Monitor Referral Matters – Intakes – Answer Incoming Calls –
Referral Attorney Networking

SARA DOTY

December 2017 – May 2018

Paralegal

Filing via Alafile – Answering Phones – Document Drafting – Notary
– Courthouse Running

STEPHENS MILLIRONS, P.C.

September 2014 – May 2017

Legal Assistant

Litigation Monitoring – Firm Compliance – Client Relations – Firm
Audit Preparation – Data Management – CLE & Notary Monitoring

CHARLES PITMAN ATTORNEYS AT LAW

Senior Intake Specialist

October 2012 – September 2014

CRISIS SERVICES OF NORTH ALABAMA

Crisis Counselor/Relief

June 2010 – October 2012

REFERENCES

Clara Nieto - Former Supervisor– 256-468-5831

Laura Baumgartner – Former Supervisor – 714-350-2916

Rebekah Beal – Former Supervisor – 256-337-3830

Katie Bouldin – Attorney/Co-Worker – 256-679-6901

Janice Garcia – Former Supervisor – 256-509-9493