Carson Chapman

Cchapman@una.edu

2039 Vanderbilt Dr.

Huntsville, AL 35801

256-929-3860

Work Experience

|  |  |
| --- | --- |
| Hollister Co.* Huntsville, AL
 |  May 2011-August 2012 |

Floor Model/Cashier

* Greeted customers
* Totaled customers items, handled money
* Re-stocked shelves

|  |  |
| --- | --- |
| Hartselle Dixie Youth Baseball* Hartselle, AL
 | Spring 2009, 2010, 2011, 2012 |

Concession Stand Worker

* Served customers
* Cleaned concession stand
* Handled money, giving customers change

**Bath and Body Works** October 2012 – February 2013

* **Florence, AL**

**Sales Associate**

* Sale product
* Replenish store
* Cashier

**Babysitter/Nanny** Spring 2013 – May 2015

* **Florence, AL**
* Pick up 2 girls from school weekly
* In summer, Had then two days a week 8:00 AM – 5:30 PM

**Legal Assistant– Johnson, Paseur & Medley, LLC** September 2012 – May 2016

* **Florence, AL**

**Assistant**

* Prepare Legal Documents (Deeds, Estate Documents, Domestic Documents, etc.) & E-File documents
* Schedule & make appointments; Call clients; Responsible for answering majority of incoming calls
* File documents at the Courthouse
* Organize files

Education

|  |  |
| --- | --- |
| Hartselle High School, Hartselle, AL |  2009-2012 |

**University of North Alabama, Florence, AL** 2012-Present

 (Currently only taking online classes in Fall 2016)

* Major- Political Science
* Minor- Legal Studies

Skills

* 4 years of Legal field experience
* Dependent & good work ethic
* Proficient in all Microsoft Programs

**References:**

Keith Medley – Attorney at Law – (256) 766-3131 or (256) 762-4710

Deborah Bell Paseur – Attorney at Law – (256) 766-3131 or (256) 762-2460

Adam Burchell – Attorney at Law – (256) 766-3131 or (256) 810-0972

Whitney Mangina – (256) 710-8572