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| **EDUCATION** | Associates of Applied Science in Paralegal Studies  Kaplan University  April 2016 |
| **EXPERIENCE**  *September 2014 – Present*  *July 2011 to*  *August 2013*  *July 2007 to*  *December 2010* | **Site Coordinator (As Needed),** *Kaplan***,** *Birmingham, AL*   * Relaying pertinent communication to teachers * Providing necessary materials to teachers * Coordinate weekly teaching schedules * Monitoring classes   **Inventory Analyst**, *Walter Energy*, Brookwood, AL   * Received necessary items based on deliveries * Issued charges to appropriate areas * Resolved billing and payment issues * Resolved purchase order and contract ordering issues * Resolved issues with incorrect charges   **Payout Specialist,** *SunGard,* Birmingham, AL   * Provided quality control & quality assurances for financial transactions * Train new and existing employees in processing and performing quality control for financial transactions * Review output, correct errors, document issues and update workflow system       **Relevant Legal Courses Completed: Legal Writing and Transcription; Legal Ethics; Legal Technology; Legal Research** |
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