**Kelechi V. Okwu**

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128 Horseshoe Bend South

Madison, AL

**256-656-4832**

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| **EDUCATION**    | Associates of Applied Science in Paralegal StudiesKaplan UniversityApril 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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