
EMPLOYMENT

-Office Manager/Paralegal	-Regard Law Group, PLLC	July 2023 – current
-Marketing & Distribution Assistant	-Kentucky Senator Bourbon	

Regard Law Group – Office Manager/Paralegal

- Drafted various legal documents for filing with Courts under attorney supervision
- Prepared client settlement breakdowns and checks
- Created invoices for clients on a monthly basis using legal software
- Assisted with onboarding of new employees including office and IT coordination
- Provided superior client services and used problem solving skills on a daily basis

Kentucky Senator Bourbon – Marketing & Distribution Assistant

- Organized product distribution to investors and influencers
- Created marketing newsletters and product handouts

Senior Grant & Administrative Assistant	Kentucky State University	July 2019 – June 2023
Grant & Administrative Assistant		September 2017 – July 2019

- Created and implemented policies and procedures for USDA 1890 Scholarship Program for undergraduate agriculture students since inception
- Prepared documents related to hiring of graduate and undergraduate students for Land Grant Department
- Drafted and updated compensation documentation including USDA required time and effort reporting and payroll change documents on a monthly basis
- Assisted the Coordinator of the Master of Science in Environmental Studies and Coordinator of Master of Science in Aquaculture and Aquatic Studies with various tasks including preparing documents related to the graduate student program and assistantship documents
- Liaised with Principal Designated School Official (PDSO) and Designated School Official (DSO) regarding documentation needed for international graduate students acquiring Form I-20
- Assisted the Director of Land Grant Programs, Dean and Associate Dean of the College of Agriculture, Community, and the Sciences, and Chair of the School of Agriculture, Communities, and the Environment with various administrative duties
- Developed semester schedule and room assignments for the School of Agriculture, Communities, and the Environment
- Teaching assistant for introductory agriculture survey course
- Collected documents required for accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- Coordinated building activities such as tours and room reservations for Cooperative Extension Building and the newly renovated Rufus B. Atwood building

Senior Administrative Assistant	OfficeTeam	June 2017 – September 2017
	Kentucky State University	

- Assisted the Director of Land Grant Programs and the Fiscal & Compliance Director with various administrative duties
- Assisted the Coordinator of the Master of Science in Environmental Studies with various tasks related to the graduate student program

Legal Assistant/Paralegal	Landrum & Shouse	June 2015 – May 2017
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- Prepared correspondence and pleadings for Kentucky Workers' Compensation claims
- Maintained and managed database which includes the creation of templates, training of employees, and day-to-day issues for specialized legal software
- Scheduled depositions & independent medical evaluations
- Requested various records for workers' compensation claims and civil defense claims

EDUCATION

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| | Academy of Court Reporting | July 2001 – September 2003 |
| • Certificate in Paralegal Studies | | |
| | Hiram College | August 1992 – November 1996 |
| • Bachelor of Arts in History | | |

APPOINTMENTS

- Commissioned a Notary Public at Large for the Commonwealth of Kentucky