

7:30 a.m.

ad

DANA M. ADDIS

27 Greentree Circle, Cridersville, Ohio 45806

(419) 234-7344

maxwell_7488@yahoo.com

December 1, 2017

To Whom it May Concern:

I am writing to apply for the Lima City Council Clerk position with your company. I have an Associate's degree in Business Administration with a certificate in Paralegal/Legal Assisting. I have nine years of experience working in an office environment as a Paralegal.

I am highly organized, efficient and a great multi-tasker. I thrive in a fast-paced environment and am deadline driven. I am also proficient in a number of computer programs including Microsoft Word, Excel, PowerPoint, and Outlook. In my past positions, I have demonstrated an ability to work well with others and produce quality work. I am confident that I would bring the same level of professionalism to your company.

My background, skills and personality make me an exemplary candidate and I welcome the opportunity to meet with you to discuss how I may be an asset to your company. I look forward to hearing from you. Thank you for your time and consideration.

Sincerely,

Dana Addis

Received

12/1/17

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OBJECTIVE

Proactive and organized individual seeking a position as an office clerk. Offering 8+ years of experience as a Paralegal working in an office setting. Fast learner with a strong ability to work independently. Articulate communicator with experience in working with the public.

EDUCATION

2005 Rhodes State College - Associates Degree in Applied Business (Paralegal)

2016 Rhodes State College – Real Estate Sales License

PROFESSIONAL EXPERIENCE

Mercy Health

Medical Records Clerk

Lima, Ohio

January 2017 - Current

- Check for proper patient identifying information on all charts.
- Make copies of medical records for audits, insurance requests, attorney requests and patient requests.
- Ensure all Authorization to Release Information documents received are HIPPA compliant.

Fitzgerald, Reese & Van Dyne, Co.

Paralegal

Lima, Ohio

May 2015 -May 2016

- Experience in the following areas of law: estate planning, estate administration, personal injury and subrogation.
- Organize client correspondence, prepare mailings, and handle high call volumes.
- Perform legal research using Westlaw.
- Prepare demand letters.
- Prepare pleadings such as Complaints, Discovery Requests, Discovery Responses, Judgment Entries, any and all forms associated with Estate administration.

Cory, Meredith, Witter & Smith L.P.A.

Lima, Ohio

Paralegal

January 2007-May 2015

- Experience in the following areas of law: estate planning and estate administration, litigation, real estate law, corporate contract law.
- Prepare legal documents such as Pleadings, Discovery Requests, Discovery Responses, Judgment Entry, Wills, Trust Agreements, Power of Attorney, Living Wills, Corporate Agreements, any and all forms associated with Estate administration and correspondence.
- Input attorney timesheets, docket control, schedule appointments and answer a multi-line telephone.
- Organizing and summarizing of medical records, medical billing and employment records. Prepare deposition summaries.

ADDITIONAL SKILLS

Notary Public – Auglaize County, Ohio; Proficient in Microsoft Office, Excel and PowerPoint; Excellent writing and communication skills