

ASHLEY SMITH

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Durham, NC 27701
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OBJECTIVE

Obtain a paralegal position specializing in residential real estate.

EDUCATION

Technical Community College, Durham, NC August 2009
Associate in Applied Science degree, Paralegal Technology
G.P.A. 3.75

- American Bar Association approved Paralegal Certification
- Coursework included real property law which encompassed concurrent estates, condos and coops, easements, covenants, title issues, real estate contracts, deeds, real estate finance, title exams and insurance.

EXPERIENCE

Bingham Realty, Durham, NC 2006-present
Executive Assistant/Office Manager

- Update multiple listing service for agents on a daily basis.
- Prepare accurate and detailed buyer/agent agreements.
- Provide full administrative support to president, including preparing correspondences, memos, spreadsheets, calendars and travel arrangements
- Collaborate with president to create monthly multimedia PowerPoint presentations for staff meetings. Maintain all meeting documentation.
- Develop, write and distribute quarterly newsletter on Publisher.
- Track and order all office supplies using an inventory system.
- Practice positive client service when routing referrals and walk-in inquiries.
- Three-time Bingham Realty Outstanding Employee Award recipient

Receptionist 2005-2006

- Promoted to Executive Assistant after one year.
- Successfully operated and transferred up to 40 calls per hour using a busy multi-line phone system.
- Greeted and assisted visitors, routed walk-in inquiries.
- Efficiently handled general administrative duties such as filing, faxing, copying, and mailing.

Three Point Dry Cleaning, Wilmington, NC 2004-2006
Shift Manager

- Supervised and managed a staff of five in processing daily dry cleaning orders.
- Accurately counted and balanced cash register on a daily basis.
- Entered and tracked orders in the company's system.
- Handled customer complaints in a professional manner.

COMPUTER SKILLS

- LEXIS-NEXIS, Westlaw
- Windows, Mac OS
- Microsoft Office Suite (Word, Excel, PowerPoint, Access, Outlook)
- Competent Internet and Web 2.0 abilities
- Type 70 words per minute