Alejandro medrano

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(773) 595-7105

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Experience

Cameron & Kane | Chicago, IL

Office Manager/Legal Assistant April 2019 – November 2019

* Answered all incoming phone calls and e-mails from clients and other attorneys
* Managed attorneys’ calendar: client/court appointments, depositions, events, etc.
* Managed all physical files and uploaded digital copies using Clio
* Filed motions and delivered courtesy copies at the Daley Center
* Interpreted in Spanish for clients’ office and court appointments
* Made bank deposits and post office deliveries/pick-ups
* Purchased and stocked all office and kitchen supplies

Dombrowski, Sorensen & Gigac | Chicago, IL

Paralegal/Case Manager January 2019 – April 2019

* Opened new client cases and created physical files
* Requested medical billing and records from various medical providers
* Scanned and filed all incoming medical documents, correspondence, and liens
* Communicated with clients and informed them about their case status
* E-filing and preparing legal documents: complaints, summons, etc.

Lake Street Supply | Chicago, IL

***Customer Service/Sales*** *March 2017 - December 2018*

* Answered incoming calls and e-mails from customers and forwarded to proper employees.
* Educated homeowners and professionals about our products and their proper applications.
* Made sales to new walk-in customers as well as regular terms customers over the phone, via e-mail and in person
* Product knowledge of a variety of products including: clay and concrete pavers, natural stone, porcelain pavers, sustainable rooftop supplies, drip irrigation, gardening, drainage etc.
* Set up orders for delivery while determining proper vehicle, travel time, and material capacity.
* Filled in wherever needed, ranging from clean up to dispatching, making deliveries and hand unloading whenever necessary

Maria Baldini-Potermin & Associates | Chicago, IL

***Legal Assistant/Spanish Interpreter*** *Aug 2015- Dec 2015 (temp) (Beacon Hill Staffing)*

* Intake: answered incoming calls from clients, opened new files and assigned proper attorney
* Interpreted in Spanish for clients in person and in conference calls
* Filed court documents, made travel and hotel arrangements, run errands, miscellaneous
* File Clerk: stored and retrieved files as needed, copy jobs, exhibits etc.
* Assisted with accounts payable/receivable; made collection calls

Law Offices of J. Jeltes

| Chicago, IL

Legal Assistant *May 2015-July 2015(temp) (Beacon Hill Staffing)*

* Receptionist duties: answered incoming calls; greeted guests, opened new files
* Prepared correspondence to clients, attorneys and third parties
* Drafted court documents; pleadings, motions, e-filing, etc.
* Docketing: filed docs at RJD Center, deliveries and drop offs

Borovsky & Ehrlich Legal Services | Chicago, IL

***Legal Assistant/Spanish Interpreter*** *October 2011-September 2014*

* Intake: answered incoming calls from clients, opened new files and assigned proper attorney
* Translated outgoing correspondence into Spanish as needed
* Interpreted in Spanish for clients during office appointments and court appearances
* Docket clerk: filed motions and appearances, ran errands, incoming/outgoing mail etc.
* Aided attorneys with research, proofread court documents from various legal fields including real estate, bankruptcy, family law, immigration, traffic, personal injury etc.

The Strive Group | Hodgkins, IL

***Production Line Leader*** *April 2009- July 2011*

* Set up production assembly lines according to product specifications and personnel available
* Assigned duties and responsibilities to groups of up to 30 people
* Designed assembly lines for new products
* Managed inventory and track line production as well as employees’ timekeeping

Other jobs include: Interior remodeling (drywall/painting) 2016, Terrazzo & Marble 2008-2009 (forklift driver), Best Buy 2006-2007 (Sales Associate), Wal-Mart 2004(frozen food stocker), Minyard Food Stores 2002-2004 (bagger)

Education

Skyline H.S., Dallas, TX

***Graduated 2004*** - High school diploma

Richard J. Daley College, Chicago, IL

***2006 - General Education***