

# *Shana Marie Elick*

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326 Heather Mill Dr., Wentzville, MO 63385

## **QUALIFICATIONS SUMMARY**

Paralegal and Legal Administrative support professional experienced working in fast paced environments demonstrating strong, organized, technical and interpersonal skills. Trustworthy, detail oriented, discrete and committed to superior client service. Confident and prepared in interactions with individuals at all levels. Detail oriented and resourceful in completing projects, whether in a group setting or individually. Proficient at multi-tasking effectively. Qualifications include:

- Client Service and Relations
- Accounts Payable/Receivable
- General Accounting
- Telephone Reception
- Problem Solving/Analytical Ability
- Computer Operations
- Word Processing and Typing
- Skilled in technical applications
- Ability to assess the attorney's needs

## **EXPERIENCE HIGHLIGHTS**

### *Administrative Legal Support*

- Maintain attorney calendar/schedule
- Handle payment and expenses/billing correspondence/time entry review
- Client outreach/marketing/podcasting/Correspondence
- Chief Technology Officer – Smokeball, MyCase, Zoho, Ring Central, Loom, Forte, Google, Zoom, Microsoft (Teams, Outlook, SharePoint, OneDrive, Word, Excel) and 8x8 Phone system
- Schedule client appointments/Intake procedures
- Implementation of virtual/physical case filing system and case status log for official use
- Office Management Implementation of client intake procedures
- Draft court and MVD pleadings/filed with court
- Maintain attorney calendar/schedule/interviews

### *Paralegal Support*

- Conduct Legal Research through the internet and West Law
- Maintain project deadlines
- Prepare drafts of appellate court documents
- Input new clients into case management system and generate engagement letters/fee agreements
- New Entity Formation, Trademark Management
- Assist attorney with various research projects
- Contract/Agreement drafting and review
- Discovery review, drafting court documents and initial pleadings
- Client, witness and officer correspondence
- Obtain disclosure/Review for attorney/Implementation of disclosure review procedures
- Calendar witness and officer interviews with attorney

## **EMPLOYMENT HISTORY**

*Virtual Paralegal* – Law Office of Alex Fine IL

*Virtual Legal Assistant* – Bosun Solutions GA

*Virtual Administrative Assistant* – Cornwall Family Law CA

*Independent Paralegal* – Behan Ramsell PLLC AZ

## **EDUCATION AND TRAINING**

Southern Illinois University Carbondale

*Bachelor of Science: Paralegal Studies*

*Concentration: Pre-Law*

*Bachelor of Arts: Criminology, Criminal Justice*

**References are available upon request.**