

Sandra Tyson

Rochester, MN
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Authorized to work in the US for any employer

WORK EXPERIENCE

Van Nuys Legal Center Legal Assistant

Van Nuys Legal Center - Van Nuys, CA - January 2014 to October 2014

Receptionist

Van Nuys Wellness Center - Van Nuys, CA - April 2010 to June 2013

Telemarketer

Van Nuys Wellness Center - North Hollywood, CA - January 2011 to March 2013

Counter Server

Kind Kreme - Studio City, CA - September 2009 to February 2012

Volunteer

Van Nuys Wellness Center - Los Angeles, CA - March 2011 to May 2011

EDUCATION

Paralegal Certificate in Paralegal

Los Angeles Valley College - Valley Village, CA
2013 to 2014

ADDITIONAL INFORMATION

Skills:

Bilingual Spanish/English

Excellent Knowledge of Microsoft Office (Word, Excel, Access, PowerPoint)

First Aid /CPR Certified

Expert knowledge and abilities in written communication

Organized and detail-oriented

Strong skills in time management, prioritizing tasks

A problem solver who quickly grasps complex situations and turns them into manageable tasks

Qualifications Summary:

Greet persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations

Answer telephones, direct calls, and take messages

Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer

Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail

Review files, records, and other documents to obtain information to respond to requests

Perform administrative support tasks, such as proofreading, transcribing handwritten information, or operating calculators or computers to work with pay records, invoices, balance sheets, or other documents

Perform general office duties such as typing, operating office machines, and sorting mail

Sell supplies over the phone to existing customers via telemarketing

Concrete removal, tree planting and urban forestry, graffiti removal, community garden building, organizing large and small scale recycling, habitat restoration, sand bagging

Verify medical patients, filing, copying paper work

- Responsible for occasionally researching legal topics with paralegals working for the firm on big cases

Prep Cook, Made Food, Server, Cashier