

CORINNA BETHKE

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PROFESSIONAL OBJECTIVE

Seeking a position utilizing my long standing, acquired professional experience and newly acquired higher education. Willing and available for overtime and travel.

PROFESSIONAL EXPERIENCE

Resale Virtual Sales

4/2015 - 7/2019

Rustic wood furniture, Vintage goods and household wares

Part-time resale of repurposed rustic and vintage wood/metal/raw materials and discarded leftovers.

- Managed constant incoming inquiries - over the telephone and internet contact with prospective sellers and buyers.
- Consulted with potential customers regarding purchases/sales, pricing/valuations and timing of buying/selling.
- Travel to various location in the Southwest and Midwestern states for rustic, vintage and recycling of unwanted household goods, décor, furniture, ranch/barn/farm closeouts/leftovers and/or thrift shop items.
- Responsible for general prioritization and independent implementation of tasks.
- Prepared online listings on Craigslist and Ebay for purchasing raw items and resale selling.
- Acquisition and sale of repurposed items - travel between cities to buy/sell in DFW/Texas; Denver/Colorado Springs, Colorado; Austin, Texas; Milwaukee, Wisconsin; Chicago, Illinois, Phoenix, Arizona; and Las Vegas, Nevada.
- Artistically design and create new repurposed items from old broken, used, discarded raw materials.
- Loading, unloading and delivery with truck and trailer for large wood items.

Music Lane Ranch, Ponderosa, New Mexico

4/2008 -

4/2015

Owner/Manager - Equine owner, purebred Bovidae and Caninae breeder

Ranch owner - general small ranchette duties involving horse, goat and dog care with 2 breeding programs; as well as chicken care, garden work, fencing and all aspects of running a small rural ranch.

- Fence, coops, pens and corral construction and upkeep. Ongoing feeding and care for up to 5 horses, 6 dogs and 5 goats including minor veterinary needs and daily health and maintenance.
- Responsible for general prioritization for care and upkeep of outbuildings, main residence, animals and independent implementation of tasks.

- Prepared legally binding documents such as breeding contracts and transfer of ownership with regard to sales of equipment, trailers, vehicles and/or other farming implements.
- Extensive volunteering with several food banks and local 4H clubs as well as instrumental role in planning and execution of annual (all volunteer) Sandoval County Fair and Rodeo Association.
- Secured large quantities of fuelwood for winter heating. Operated light duty trucks, hauling trailers and recreational vehicles, handled power tools and chainsaws on a regular/ongoing basis.

Everett Law Firm, Albuquerque, New Mexico
10/2012 - 8/2013

Remote - Virtual Executive Legal Assistant

Legal Assistant/Virtual Office Manager - responsible for general office duties as well as transitioning of 'brick and mortar' law office operations for small sole practice, to fully operational virtual law firm office environment.

- Remote employee maintaining full-time satellite home office. Occasional in-office periods of training and duties.
- Solely responsible for maintaining office during sole practitioners frequent and extended medical absence/s.
- Heavy telephone contact with opposing counsel/s, court clerks, clients and vendors.
- Consulted with clients regarding decisions on cases. Responsible for general prioritization and implementation of tasks.
- Prepared and filed paper and e-filing suits and petitions, court agreements and general law office correspondence. Organized trial calendars.
- Data entry of case information and pleadings into legal database. Large volume of transcription, drafting pleadings and other general correspondence, formatting and organizing online Google drive database of files, scanning, faxing, etc.

Garg and Associates P.C., Albuquerque, New Mexico
9/2011 - 5/2012

Remote - Virtual Executive Legal Assistant

Legal Assistant/Virtual Office Receptionist - responsible for billing, accounting as well as overall daily operational office tasks: answering multi-line telephone, coordinating meetings and consultations with existing and new clients, typing, billing, faxing, copying and marketing related tasks.

- Heavy telephone contact with potential clients, existing clients, website and IT person/s, court clerks, co-counsel attorneys, District Court staff as well as various court officials.
- Generated weekly and monthly revenue reports for review by company owners. Consulted with president regarding decisions on business operations. Responsible for general prioritization and implementation of tasks.
- Prepared and processed all billing and invoicing for submission by email and postal mail to various clients across the United States. Organized attorney calendars.
- Drafted correspondence to generate interest in firm and build clientele in three states.
- Remote employee maintaining full-time satellite home office.

Brice, Vander Linden and Wernick P. C., Dallas, Texas
6/2003 - 6/2009

Remote - Virtual Bankruptcy Legal Administrative Assistant

Administrative Legal Assistant - demonstrated strong independent initiative as well as working as part of an overall department team. Utilized excellent analytical and organizational skills.

- Remote employee maintaining satellite home office (in Texas and New Mexico) for over 5 years. Generate weekly and monthly reports; assist in month-end processing.
- Established departmental procedure for handling delinquent tax issues for real estate loans under federal bankruptcy protection.
- Telecommute by secured online workstation, maintained contact through Virtual Private Network. Assist IT department with VOIP and VPN troubleshooting. Provided regular/ongoing feedback and input during set up and implementation of VPN. Instrumental in promoting effective remote working environment for all current and future remote legal staff.

**AmeriCredit Financial Inc., Bankruptcy Dept., Arlington, Texas
2/2002 - 6/2003**

Bankruptcy Legal Administrative Assistant

Legal Assistant/Bankruptcy Team Customer Service Representative - extensive team projects, excellent analytical and organizational skills, understanding of the federal bankruptcy process as well as automotive loan collections.

- Heavy telephone customer contact regarding automotive loans affected by consumer bankruptcy filing. Responsible for updating computer database with customer information.
- Heavy contact with attorneys and Federal Bankruptcy Court clerks.
- Part of team responsible for increased customer satisfaction. Participated in additional training and overtime projects.
- Assisted in writing new consolidated bankruptcy department manual and bankruptcy employee procedures.
- Awards for team building and teamwork exercises. Positive evaluations from management team.
- Received bonuses, awards and accolades for going 'above and beyond' successfully completing additional workload projects/assignments.

**Jack O'Boyle and Associates P.C., Dallas, Texas
1/1996 - 2/2001**

Legal Administrative Assistant

Legal Assistant/Receptionist and Eviction Team - responsible for general office duties as well as many other daily operational tasks which included: generating checks, typing, billing, faxing, copying and filing.

- Heavy telephone contact with mortgage companies, credit unions, banks, court clerks, co-counsel attorneys, and Justice Court staff, law enforcement and officials
- Generated weekly and monthly reports for review by key clients. Consulted with clients regarding decisions on cases. Responsible for general prioritization and implementation of statewide Freddie Mac and Fannie Mae REO eviction tasks.
- Prepared and processed agreed judgments and stipulation agreements for submission to State of Texas Justice of the Peace courts. Organized trial calendars.
- Data entry of case information into legal database. Created legal documents for filing, drafted pleadings and correspondence.

SUMMARY OF QUALIFICATIONS/SKILLS

Professional etiquette, willingness to learn, proficient with internet and online tasks, experience solving complex problems and timing related issues. Extensive use of multi-line and internet-based phone systems. E-mail, Fax, Multi-function copiers, paper and cloud-based storage/filing set-ups. MS Excel, MS Word, MS Office, MS Outlook, MS Excel, QuickBooks Pro, Quicken, TABS, PACER, and ACT Calendar System. Ability to work under pressure. Typing speed of 60+ wpm.

Effective problem solver; prioritize and manage heavy workflow without direct supervision. "Can do" attitude; conflict resolution and adaptability. Team oriented worker with extensive experience working remotely/independently.

EDUCATION

University of New Mexico, Albuquerque, NM 2012 - 2018
Distance Education Program - **Bachelor of Liberal Arts**

Texas Real Estate License: **REALTOR**
Real Estate Agent 5/2015 - 6/2017

New Mexico State University, Las Cruces, NM
Distance Education Program - 8/2011 to 5/2012

Dallas Baptist University, Dallas, TX 2002 - 2004

Collin County Community College, Plano, TX 1990 - 1996

Plano Senior High School **H.S. Diploma**, Plano, TX 1983

References Available Upon Request