

David Cosner

Fort Collins, CO

davidcosner4_mdj@indeedemail.com

#readytowork

Work Experience

Paralegal

Ring & Associates, P.C. - Fort Collins, CO

September 2015 to November 2019

This was a detail and client oriented position which involved the use of scheduling software, word processing software, and traditional filing methods to process a client's requests for legal representation and perform the general process for such. This required me to stay in touch with many clients daily, gather legal information from databases and public records, and make decisions on whether or not the case in question had merit enough to be litigated by an attorney. I worked directly under the attorney and owner of the business Bob Ring, managing his schedule, dealing with client funds when applicable, processing sensitive information protected by HIPAA law, and organizing a physical file library which required me to lift boxes and office materials weighing up to 50 pounds.

Line Cook/Dishwasher

Qdoba - Fort Collins, CO

May 2012 to September 2015

I was night crew at a Qdoba restaurant directly adjacent to campus which stayed open particularly late compared to others of its type. I would be required to adapt to consistently changing conditions, as needs would pop up from time to time ranging from cleaning and detailing the kitchen, cooking meat, preparing for directly for customers in full view, handling cash at the register, and performing and cataloguing inventory. Prep work often involved lifting 30-pound bags of beans above waist height to soak them for night crew, managing temperatures throughout the equipment to adhere to food safety regulations, and closing the store at the end of the night with all added responsibilities of such.

Education

Bachelor's in Creative Writing

Colorado State University-Fort Collins - Fort Collins, CO

July 2011 to May 2015

Bachelor's

Skills

- Microsoft Office
- Filing
- Front Desk

- Project Scheduling
- Typing
- Microsoft Outlook
- Billing
- Schedule Management
- Organizational Skills
- Manual Transmission Experience
- Adobe Acrobat
- Creative Writing
- Transcription
- Legal Research
- Creative Writing
- English
- Proofreading
- Transcription

Certifications and Licenses

Notary Public

March 2016 to March 2020

I passed the exam to become a notary public on my first attempt and have received no disciplinary actions nor loss of credentials. My previous job required my licensure, and would require me to occasionally process identifying information to notarize affidavits and jurats related to the production of documents for evidence in a legal case.

Assessments

Cognitive Ability — Highly Proficient

April 2020

Combining pieces of information to form general rules or conclusions.

Full results: https://share.indeedassessments.com/share_to_profile/ed3820392955c6ac58061ac342e61b34eed53dc074545cb7

Food Safety — Proficient

April 2020

Proper food handling, storage, and equipment use for preventing the spread of foodborne illness.

Full results: <https://share.indeedassessments.com/attempts/9a8d989fd0ee0158a9e702aa2665b32eed53dc074545cb7>

Cooking Skills: Basic Food Preparation — Proficient

April 2020

Preparing food, using cooking equipment, and converting ingredient measurements.

Full results: <https://share.indeedassessments.com/attempts/aa924c88ae2bf7c9c622a9a52897caa4eed53dc074545cb7>

Customer Focus & Orientation — Familiar

May 2020

Measures a candidate's ability to respond to customer situations with sensitivity.

Full results: [https://share.indeedassessments.com/
share_to_profile/4fee9711a56dae3e32926f2f718ab358eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/4fee9711a56dae3e32926f2f718ab358eed53dc074545cb7)

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