

Samantha D. Fisher
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Dedicated and self-motivated professional with a unique combination of experience in the service and legal sectors. Seeking a challenging position in an organization that will utilize my commitment to professionalism to achieve optimum utilization of its resources and maximize profits. Determination in my ability and interest in learning and diversify my skills in another industry.

August 2006 – Present

LPS ASSET MANAGEMENT SOLUTIONS

Westminster, Colorado

Operations Team Lead

- Developed and implemented specific client and department processes and procedures
- Responsible for weekly audits and projection briefings with executive management
- Supervised daily productivity levels and provided staff training to regulate accuracy of procedures
- Responsible for reviewing and approving all invoices to ensure compliance with company policies
- Prepared accounts payable reports and maintained vendor exception ledgers
- Reconciled client and vendor statements and handled unresolved items for assigned accounts
- Reviewed and researched all correspondence regarding accounting discrepancies to resolve issues
- Performed monthly close procedures for assigned Business Units
- Responsible for investigating departmental revenue loss accounts and reported directly to executive management

July 2004 – June 2005

LAW OFFICE OF W. ROBERT MONTGOMERY

Lakewood, Colorado

Legal Assistant

- Prepared Chapter 7 & 13 bankruptcy cases
- Proficient in using ECF and LexisNexis filing programs
- Responsible for scheduling and maintaining office calendar
- Conducted client interviews, follow-up appointments and hearing preparation
- Coordinate all court docketing with regards to client case status
- Performed accounting and billing responsibilities for the business

April 2000 – July 2004

CENTRIX FINANCIAL

Englewood, Colorado

Lead Bankruptcy Specialist

- Assisted in developing and coordinating company procedures for the Bankruptcy Department
- Maintained and managed all aspects of a portfolio containing over 600 accounts
- Direct communication with Debtors' counsel and Trustee's office regarding claims and plan proposals
- Assisted with the Adversary proceedings and negotiations with outside counsel
- Maintained and provided department portfolio and projection presentations to executive management and clients

September 1997- February 2000

JEFFERSON COUNTY COMBINED COURTS

Golden, Colorado

Records Researcher

- Researched and provided in-depth background information to agencies regarding active and pre-existing cases
- Assisted District Courts on high profile and Death Penalty Cases with confidential information and media interest
- Provided access to case information at the public's request

County Civil

- Prepared and filed Restraining Orders, Evictions, and Small Claim cases
- Assisted the public with all aspects of County Court matters

EDUCATION

August 1995-May 1997

Red Rock Community College

Lakewood, Colorado