

Melisa Halimovic

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Job Objective: To seek a high-level position utilizing my four year experience working at a law firm as a legal assistant and creating top-line revenue growth and bottom-line profitability.

Summary of Qualifications:

- Over 7 years providing outstanding customer service
- Self-motivated to succeed in any workplace environment
- Proficient in Windows, Word and Excel
- Notary Public
- Knowledge of the Colorado E-filing System (ICCES & LEXIS)
- 55 Wpm
- Fluent in Croatian
- Multi-task

Education:

Ute Creek Secondary Academy High School

Relevant Experience:

Administrative Support

- Assisting managers/staff, develop/monitor projects and track results
- Scheduling meeting/trials and data entry
- Microsoft office and internet explorer
- Point of contact calls, emails, calendars etc

Employment History:

- United Artist Theater (Shift Leader) 2004-2006
- Lowe's (Head Cashier) 2008-2011
- Macy's (Loss Prevention) 2011-2011
- Miller & Cohen P.C. (Legal Assistant) 2011- Current