

# Kelly Mott

Legal Assistant/Paralegal  
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I am a job trained paralegal with working knowledge of Microsoft Office. I am continuing my education through Purdue Global University. I will graduate in 2021 with an AAS in Legal Studies. I will continue on to receive my BAS.

Authorized to work in the US for any employer

## Work Experience

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### Owner/Operator

Barefooted Home Services - Longmont, CO  
November 2020 to Present

I own and operate my own house cleaning/management business. Duties include the operation of the company, to include payables and receivables, marketing, ordering supplies, scheduling, budgeting, and payroll. Also, I have an active hand in customer satisfaction.

### Legal Assistant/Paralegal/Office Manager

Law Office Of Jonathan Willett - Boulder, CO  
January 2020 to Present

Office management, organization of files, calendar management, drafting documents, editing, accounts receivable, coordinate with other entities regarding meetings and other important dates. Client communication.

### House cleaning professional

Two maids and a mop - Boulder, CO  
September 2019 to Present

Clean other people's homes, time management, attention to detail, high end homes as well as move in and outs, deep cleaning.

Attention to detail. Following instructions.

Empty trash receptacles, clean bathrooms, floors, kitchens, windows and windowsills, and other requests from customers.

### Server

Various - Colorado Springs, CO  
February 2005 to November 2019

### Responsibilities

Customer service. Problem solve. Math skills. Speed and accuracy.

### Skills Used

Problem solving. Math skills. Memorization. Speed and accuracy. Interpersonal communication. Multi tasking. Organization.

#### Legal Secretary

Law Office of Manuel Weiss - Colorado Springs, CO  
September 2017 to July 2018

Answered phones, email, filing, drafting pleadings and letters, ICCES filing, legal research.

#### Temporary Law Office Administrator

Cordell & Cordell - Colorado Springs, CO  
August 2017 to September 2017

Hired in a temporary capacity.

Maintain the office calendar of attorneys and use discretion on ensuring their schedule is utilized efficiently, not overbooking or booking on days attorneys have requested remain open.

Answer and direct incoming calls for the office

Gather, organize and enter data into legal software

Check email and voice mail as appropriate to assure timely responses to all inquiries

Pull end of the day reports for the Communications Dept.

Keep the office organized and maintained (including lobby area, supply room, etc...)

Approach all clients and employees with a positive tone and genuine warmth.

Handle sensitive client data with utmost discretion, care and accuracy.

Perform tasks as assigned with accuracy and promptness, meeting all agreed upon deadlines.

#### Legal Assistant

Young Williams, CSS - Colorado Springs, CO  
January 2016 to June 2016

I prepared files for court hearings and set hearings on our standing docket. I called the divisions to set hearings. I vacated hearings as necessary and reset them according to court ordered time frame. I filed for telephone testimony and worked closely with division clerks to ensure our dockets matched.

#### Skills Used

Time management, organization, I used the Colorado e-filing system. I analyzed files to ensure all information was prepared and ready for court. I prepared affidavits and used specialized software.

#### Customer Service Lead

Young Williams CSS - Colorado Springs, CO  
April 2015 to January 2016

#### Responsibilities

Answer phones, research all data available to address concerns of callers. Understand process of establishing and collecting a court order for support. Resolve all concerns customer has to best of ability. Meet goals of call center. Empathize with callers. Time management. Quality Assurance. Filtering and forwarding emails to the correct person. Understanding policies and procedures of office as well as county, state to ensure accurate and helpful information is being provided. Serve as a mentor and coach for my team.

#### Accomplishments

Met or exceeded all goals established for my position. I worked hard to make my customers understand that their case is important and unique. I became lead in my department after only 4 months with the company.

#### Skills Used

Time management, professionalism in emotionally charged situations, ability to research and find answers quickly.

I left this position and transferred to the legal assistant position in January.

#### Substitute Teacher/Teacher's Assistant

Fremont County School district #1 - Lander, WY

August 2013 to November 2014

#### Responsibilities

Read lesson plans and carry them out. Teach in a classroom in place of regular classroom teacher for up to 2 weeks. I did have one long term assignment for 6 weeks. Keep schedule. Understand and carry out lock down and evacuation drills. Ensure that the well being and safety of all students is priority.

#### Skills Used

Organization skills, computer skills, time management, written and oral communication, general knowledge of school subjects, oral reading, public speaking.

#### Manager

Advance America - Riverton, WY

February 2010 to September 2011

#### Responsibilities

Analyze profit and loss statements and plan accordingly. Marketing. Employee hiring, firing, and scheduling. Customer service. New customer approval. Follow company operations manual. Follow strict codes and laws with regards to collections calls, money laundering and payday loans. Set goals. Filing. Cash handling. Anti Money Laundering Compliance. Compliance with Federal and State Laws with regards to Issuing Loans and Records.

#### Accomplishments

Center manager of the year both divisional and legionary for 2010.

I executed a plan that made this center the most profitable in the division, region, and zone.

#### Skills Used

Money handling, collections calls, employee relations. P&L reading and budget planning, marketing, filing, customer service,

#### Operator/Manager

1st Impression Business Services - Las Vegas, NV

May 1996 to October 2002

#### Responsibilities

Customer Service, Answering up to 200 phone lines, accounts receivable, billing, accounts payable, mail clerk, payroll, filing, We handled delicate accounts including the Clark County Coroner, Public Administrator, various law and medical offices. Using the procedures outlined by the clients, we handled all calls appropriately, paged and called clients and employees as appropriate, and kept sensitive information

discreetly. I also created a program that allowed us to fax all messages from the evenings and weekends to the client directly, saving precious time on the phone and ensuring that the messages were accurate and timely. In the last few years I was there, I also updated an out of date billing and payroll system, to expedite those processes, and save the owner time and money. I billed clients according to contract, and helped to create a filing system that allowed us to make an accurate and detailed bills. When those payments came in, I recorded them into our system and deposited them into the bank. I kept detailed records of all business expenses including receipts, taxes, labor and licence fees. I made an attempt to convert to QuickBooks, however, the owner did not like that software.

## Education

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### Associate in Legal Studies

Purdue Global University

December 2018 to November 2020

### Associate of Arts in Paralegal Certificate, Political Science

Pikes Peak Community College - Colorado Springs, CO

2015 to 2017

### Elementary education

Central Wyoming College - Riverton, WY

2007 to 2013

High school diploma or GED

## Skills

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- Personal Injury
- Family Law
- Outlook
- Receptionist
- Filing
- Billing
- Westlaw
- Scheduling
- Legal Research
- Word
- Typing
- Acrobat
- Organizational Skills
- Microsoft Outlook
- Quickbooks
- Lexis
- Phone Etiquette

- Legal Drafting
- Residential Cleaning
- Accounts Receivable
- Microsoft Excel
- English
- Microsoft Word
- Calendar Management
- Administrative Experience
- Personal Assistant Experience
- Accounts Payable
- Restaurant experience
- Computer literacy
- Medical collection
- Litigation
- Proofreading
- Medical records
- Bookkeeping
- Office Management
- Transcription
- Accounting
- Writing Skills
- Management
- Databases
- Supervising experience
- Communication skills
- Customer service
- Payroll
- Interviewing
- Fundraising
- Microsoft Powerpoint
- Bartending
- Sales
- iOS
- Microsoft Office

## Certifications and Licenses

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Certified Notary Public

## Assessments

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### Memorization & Recall Skills – Highly Proficient

December 2019

Measures a candidate's ability to commit product or merchandize information to memory and recall at a later time.

Full results: [Highly Proficient](#)

### Receptionist – Highly Proficient

December 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [Highly Proficient](#)

### Bartending – Highly Proficient

November 2019

Understanding, pouring, and mixing drink orders

Full results: [Highly Proficient](#)

### Retail Skills: Shelf Stocking – Highly Proficient

May 2019

Measures a candidate's ability to monitor and track inventory levels of merchandise on store shelves to maintain supply.

Full results: [Highly Proficient](#)

### Data Analysis – Highly Proficient

March 2019

Measures a candidate's skill in interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data.

Full results: [Highly Proficient](#)

### Filing & Organization – Expert

December 2019

Arranging and managing information or materials using a set of rules.

Full results: [Expert](#)

### Administrative Associate – Highly Proficient

December 2019

Responding to customer situations with sensitivity

Full results: [Highly Proficient](#)

### Dental Receptionist Skills – Highly Proficient

December 2019

Managing practitioner schedules and maintaining accurate patient records

Full results: [Highly Proficient](#)

### Conscientiousness – Highly Proficient

January 2020

Tendency to be well-organized, rule-abiding, and hard-working.

Full results: [Highly Proficient](#)

Attention to Detail – Proficient

March 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Proficient](#)

Email – Proficient

March 2019

Measures a candidate's ability to effectively compose and organize email messages.

Full results: [Proficient](#)

Legal Skills – Familiar

March 2019

Measures a candidate's ability to effectively assist practicing attorneys in the preparation for litigation proceedings.

Full results: [Familiar](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## Additional Information

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I am a fast learner and strive to be accurate in all aspects of my position. I would be an asset to any team. I set goals based on feedback from myself as well as my peers and supervisors.