

# Ronald O. Smith

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## SUMMARY:

A hard-working and dependable individual with a strong work ethic. Very organized with a strong attention to detail and time management. A team player who takes pride in his quality of work. Looking for an opportunity to begin a new career while contributing to the success of the business.

## SKILLS:

|                  |                                   |
|------------------|-----------------------------------|
| Microsoft Office | Problem Solving                   |
| Outlook          | Basic math and measuring aptitude |
| Time Management  | Power and hand tools              |
| Multi-Tasking    | Capable of heavy lifting          |

## WORK EXPERIENCE:

### Self Employed

**December 2020 – Present**

- Basic home improvement including but not limited to plumbing, electrical, flooring, painting, and window/door replacement using various hand and power tools
- All aspects of lawn care such as operating self-propelled riding equipment, trimming, tree cutting and mulching

### Padgett Law Group (*formerly Laurito & Laurito, LLC*)

*Logistics Coordinator*

**January 1989 - November 13, 2020**

*Centerville, Ohio*

- Support Administration in paperwork and outgoing mail and parcels
- Manage, sort, and scan incoming and outgoing mail and parcels
- Accurately file and deliver mail to all company departments
- Ship and receive all items whether via freight, UPS, or USPS
- Data Entry and Basic Tech Support
- Maintain file room organization
- Vendor relations
- Maintain and update case docketing system
- Update calendar of all hearing dates and schedule attendance
- Order and catalogue supplies for up to 50 people
- Basic building maintenance such as minor electrical, minor plumbing, snow removal, garbage removal, lawn care, property management, and painting

## EDUCATION:

Sinclair Community College

Emergency Medicine Certification, 2000

**REFERENCES:**

Joshua Epling

Former Managing Attorney

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