

# Lisa Wolfe Gerwig

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720-815-8175

## Education

**Paralegal Studies** Front Range Community College Westminster, CO.

President's List, Dean's List, Phi Theta Kappa Honor Society, and the National Society of Leadership and Success.

## Core Strengths

Strong work ethic

Excellent time management

Exceptional customer service

Superior communication skills

Adaptability

Critical thinking and problem solving

## Applied Administrative and Legal Skills

Experience with Microsoft Office Products, Accounts receivable/payable.

Skilled in drafting pleadings, motions, and legal documents (legal memorandums and briefs).

Skilled in computer assisted legal research using Westlaw Next and LexisNexis.

Familiar with Colorado court rules and Colorado civil procedure.

Experience with ICCES filing system.

Experience and license for Legal Math software

## Employment Experience

**Temporary Receptionist June 2019-August 2019 Family Member Animal Hospital.** Loveland Colorado

- Answered incoming calls; checked in patients and escorted them to treatment room.
- Processed payments and scheduled appointments.
- Kept inventory of office supplies and order when needed.
- Kept office and staff running on time.
- Ensured client concerns were passed along to Doctor in a timely manner.
- Provided exemplary customer service.

**Temporary Receptionist May 2019-June 2019 The O'Connell Law Firm,** Golden Colorado

- First point of contact for potential clients by telephone or personal contact.
- Opened, organized and maintained case files.
- Updated existing client files in various databases.
- Maintained positive rapport with clients and opposing counsel and their staff.
- Completed tasks assigned by the paralegals and attorney.
- Assisted in upholding a friendly, optimistic, and enjoyable work environment.
- General reception duties, including answering phones, scheduling, and welcoming guests.

**Cashier August 2018-March 2019 Sandy's of Loveland,** Loveland, Colorado

- Responsible for checking out customers in a timely and friendly way.
- Merchandised, ordered and received product.
- Assisted customers with gas or grocery purchases when needed.
- Ensured and maintained the cleanliness and appearance of the store.

**President 2015-2017 Sunfield Townhomes Homeowners Association**, Longmont, Colorado

- Maintained and managed the yearly calendar of meetings and the Annual report to the community.
- Responsible for Multimillion-dollar fiscal budget.
- Researched retained and worked with contractors for property upkeep and improvements.
- Began the process of reviewing and rewriting the HOA bylaws. Ensuring they met all criteria of the Colorado Common Interest Ownership Act (CCIOA).

**Returned to school at Front Range Community College Fall Term 2014**

**Buyer/Inventory Analyst & Control Specialist/Store Manager 2004-2012 Boulder Toy Company**, Boulder, CO

- Managed Boulder Toy Company's two PlayFair Toy Store's locations.
- Hired, trained, and supervised employees; created store policies, developed sales incentive programs, and performed general administrative duties as required.
- Worked with inventory database systems and multiple "point of sale" systems.
- Analyzed current market trends and controlled multi-million dollar purchasing budget.
- Processed purchase orders; managed receiving and inventory to ensure accuracy.

**Business Manager/Office Administrator 1999-2006 Suzanne Sundheim MD**, Boulder, Colorado

- Reorganized and assumed management of physician's office.
- Created efficient filing, medication tracking, billing, and patient screening systems.
- Established relationships, and maintained schedules, with regional and community organizations working with the developmentally disabled.
- Assurance and information liaison between the doctor and patients, families, and outsourced organizations,
- Attended and facilitated presentations for the doctor and affiliated physicians and practitioners for conferences and workshops,