

Kimberly K. Starz

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OBJECTIVE

Seeking a challenging position as an office administrator that will utilize my experience and skills to ensure a well-organized office setting.

EDUCATION

The University of Baltimore	Baltimore, MD	Expected Graduation: 05/2019
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Bachelor of Art, Interdisciplinary Studies

Focus: Philosophy, Professional Writing, and Victim Studies

Community College of Baltimore County	Baltimore, MD
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Associate of Arts, General Studies

WORK EXPERIENCE

Paralegal, MileOne	Towson, MD	11/2014-present
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- Prepare affidavits, briefs, pleadings, appeals, and contracts, and organize documents in electronic filing system
- Investigate facts and law of cases and search pertinent sources, such as public records and internet sources, to determine causes of action
- Meet with clients and other professionals to discuss details of case.
- Gather and analyze research data, such as statutes, decisions, and legal articles, codes, and documents.
- Direct and coordinate law office activity, including delivery of subpoenas and arbitrate disputes between parties
- Keep and monitor legal volumes to ensure that law library is up-to-date.

Medical Secretary, Seton Medical Group	Baltimore, MD	07/2013-10/2014
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- Scheduled and confirmed patient diagnostic appointments, surgeries, and medical consultations
- Operated office equipment and software applications to prepare reports, invoices, financial statements, letters, case histories, and medical records
- Received and routed messages and documents, such as laboratory results, to appropriate staff
- Maintained inventory of supplies and ordered when needed
- Arranged hospital admissions for patients

Guest Service Associate, Target	Timonium, MD	03/2011-05/2013
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- Processed payments by cash, credit card, and vouchers
- Tabulated bills using calculators, cash registers, and optical scanners
- Stocked merchandise in preparation for sales

ON CAMPUS INVOLVEMENT

Member, Philosophy Club	2018
Member, Sigma Tau Delta	2017
Member, Student for Public Interest	2017