

LESLIE SALAKORY

PROFESSIONAL SUMMARY

Hardworking, team-oriented, and passionate administrative/legal professional with advanced organizational skills eager to secure Administrative Assistant position. Seeking to maintain long-term position that offers professional growth utilizing office administration and management skills, interpersonal communication expertise, excellent time management, and problem-solving mastery.

ACCOMPLISHMENTS

- 2021 Clark County Bar Association Support Staff Person of the Year (Nominee)
 - 2013-2014 Editor Downtown Camas Association Newsletter (Volunteer)
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WORK HISTORY

Paralegal, 10/2014 to 07/2022

Elizabeth Christy Law Firm PLLC - Vancouver, WA

- Created and maintained detailed administrative processes and procedures to drive efficiency and accuracy.
- Assisted development and implementation of new administrative procedures.
- Managed detailed and high-volume calendaring system for multiple attorneys including scheduling of court appearances and deadlines to maintain smooth flow of firm operations.
- Managed onboarding and initial training of new employees including attorneys and support staff.
- Created and maintained databases to track and record client data.
- Continually sought methods for improving daily operations, communications with clients, recordkeeping and data entry for increased efficiency.
- Liaised between attorneys, clients, and opposing parties and maintained effective lines of communication.
- Performed varied office management tasks (i.e. filing, ordering supplies, and organization of equipment.)
- Volunteered to help with special projects of varying degrees of complexity.

CONTACT

Address: Vancouver, WA 98685

Phone: (360)831-5588

Email: leslie.m.salakory@gmail.com

SKILLS

- Manage Complex Calendaring System with Deadline Considerations
 - High-level Administrative Support
 - Project Management
 - File and Records Management
 - Proficiency in Microsoft Office and Adobe
 - Confidentiality Understanding
 - Team Oriented
 - Strong Interpersonal Communication Skills
 - Account Administration
 - Intake Services
 - Drafting Documents and Correspondence
 - Onboarding and Training New Hires
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- Facilitated timely completion of all special projects to meet organizational and firm objectives.
- Built and maintained excellent client relationships through timely response to inquiries and going above and beyond to accommodate unusual requests.
- Managed paper and electronic filing system, entered data, and completed other clerical tasks.
- Performed various bookkeeping tasks including entering vendor expenses, generating invoices, and receiving and recording client payments.
- Communicated pertinent information to clients via phone, email, and mail.
- Liaised with other paralegals and legal staff to complete common tasks on schedule.
- Prepared various exhibits for attorneys for public meetings, zoning commission meetings, and legal resolutions.
- Collaborated with attorneys to develop strategies for each case.
- Prepared legal briefs, motions, and pleadings.
- Reviewed, edited and proofread legal documents for accuracy, proper grammar, spelling and punctuation.
- Interviewed clients to obtain information relevant to cases.
- Conducted detailed client intakes and entered information into firm database.
- Conferred with clients and other involved parties to gather and track case information.
- Monitored changes in laws, regulations and other legal matters to keep firm compliant with requirements.
- Produced legal documents such as briefs, pleadings and appeals.
- Wrote and filed pleadings with Clark County Superior Court on schedule to maximize case success.
- Researched and analyzed legal issues and cases to provide accurate advice to clients.
- Assisted attorneys with reviewing and organizing witness reports.
- Assisted counsel in preparing answers, providing documentation, and information for discovery request.
- Communicated with clients, opposing counsel and court personnel to keep all parties informed on case updates.
- Helped attorneys prepare for trial by organizing exhibits and calling on witnesses to testify at hearings.
- Assisted in preparation of settlement proposals and agreements to negotiate settlement in best interest of client.

Paralegal Intern, 06/2014 to 09/2014

Bill Montecucco, Attorney At Law - Vancouver, WA

- Performed varied administrative tasks including filing, office supply inventory, and light cleaning.
 - Researched and analyzed legal issues and cases to provide accurate information to attorneys.
 - Researched applicable laws and codes to analyze factual information and prepare summary reports.
 - Researched statutes, decisions, legal articles, and codes.
 - Composed and edited correspondence and memoranda from dictation, verbal direction and court related documents.
 - Adhered to strict confidentiality to avert possible information breaches and protect client data.
 - Produced legal documents such as briefs, pleadings and appeals.
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EDUCATION

Associate's Level Coursework And Credits, Paralegal Studies, 12/2014

Portland Community College - Portland, OR

GED, 06/2007

Hudson's Bay High School - Vancouver, WA
