

Chronological Resume

Rhonda K. Parker
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Norfolk, VA 23510
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OBJECTIVE: To obtain a position as a Paralegal.

EDUCATION: Bachelor of Science in Business Administration, Old Dominion University, Norfolk, VA. May, 2002.

Legal Assistant Certificate, Tidewater Community College, Virginia Beach, VA. December, 1999.

WORK EXPERIENCE:

Paralegal, East Dayton Legal Services, Norfolk, VA.

3/99 to 5/02

Responsible for cases assigned, interviewing clients and making determinations as to eligibility, investigation and research when necessary. Representation of clients before administrative hearings, maintenance of case files, identification and refinement of client's problems and client-program orientation, counseling of clients, assisting clients with the acquisition of the necessary documents and reach offices, and assisted in maintaining off law library. Extensive experience in WordPerfect 5.0 and 6.0.

Intake Specialist, East Dayton Legal Services, Norfolk, VA

1/99 to 3/99

Interviewed prospective clients, determining financial eligibility, case handling for overflow of disability cases. Some travel to outreach offices to interview prospective clients, typing legal documents and correspondence and assisted with upkeep and maintenance of the law library.

Customer Service Senior Team Leader, L.L. Long Company, Chesapeake, VA. 6/89 to 1/99

Supervision of three customer service representatives and trained new employees. Worked cooperatively with the Sales Representative and maintained several of the companies major accounts. Handled accounts updates to contract, expedited rush and large orders, and placed large orders with vendors. Worked directly with Purchasing and Accounting Departments and extensive telemarketing, bids and quotes. Successful in assisting and development of team Leader Concept, implementation of guidelines and delegation of department activities.

AFFILIATIONS:

Queen City Optimist Club, Member

National Legal Aid & Defender Association, Member

REFERECES AVAILABLE UPON REQUEST