**[Legal Assistant](https://www.postjobfree.com/resume/aduq1g/legal-assistant-bound-brook-nj)**

**Location:**Bound Brook, NJ, 08805

**Posted:**December 22, 2023

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Job Description (optional) 



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**Resume:**

Alexandria Pickell

Bound Brook, NJ 08805

ap778295@gmail.com

+1 848 702 3650

Young professional seeking full-time employment with a completed bachelors degree in Criminal

Justice. I am efficient in working in high stress situations, I am goal oriented and always willing to learn.

Authorized to work in the US for any employer

Work Experience

Legal Assistant

Eichen Crutchlow Zaslow & McElroy - Edison, NJ

April 2022 to November 2022

1. Works in Personal Injury & Medical Malpractice

2. Speaks directly with clients to find out treatment status

3. Filing

4. Request & obtain medical records

5. Assist paralegals & attorneys

6. Assist receptionist

7. Handles phone calls

Legal Assistant

Griffin Alexander, P.C. - Township of Randolph, NJ

January 2022 to March 2022

working in landlord tenant department

Drafting and preparing legal documents

filing/uploading via Ecourts

emailing clients

answering phone calls

communication with courts

editing

court preparation

mailing

Registration Ma

CPC Medical Group - Bridgewater, NJ

June 2021 to December 2021

Covid testing center

Registering new and existing patients

Entering insurance into database

Providing patients with formal documents for travel, medical procedures, etc.

Diagnostic Technician

Roche Molecular Systems (RMS) - Branchburg, NJ

October 2020 to January 2021

Assisted LIAT machinery

Inspected and packaged LIAT tubes

Beauty Advisor

ULTA BEAUTY - Bound Brook, NJ

November 2019 to October 2020

Work directly with guests assisting their needs or providing beauty advice

Ring up retail transactions completing guest purchases

Restock inventory

CASHIER

UNION AVENUE PHARMACY - Bound Brook, NJ

February 2016 to August 2018

\* Priced items and entered product data into database.

\* Organized prescriptions, supporting Pharmacy customer service.

\* Restocked inventory, supporting Pharmacists.

\* Trained users on new inventory system, empowering staff to serve customers.

\* Rang up retail transactions, completing customer purchases.

RETAIL SALES

MICHAEL KORS - Bridgewater, NJ

November 2017 to June 2018

\* Worked directly with customers, providing style advice and garment selections.

\* Rang up retail transactions, working cash register and managing customer purchases.

\* Packaged online orders, readying them for shipment.

\* Participated in floor set, designing and staging the store layout.

CASHIER

CHUCK E. CHEESE - Bridgewater, NJ

October 2014 to November 2015

Responsibilities included:

\* Food preparation and service

\* Merchandise distribution

\* Housekeeping

\* Character performance and children's entertainment

Education

Bachelor's of Art in Criminal Justice

KEAN UNIVERSITY - Union, NJ

September 2018 to January 2021

ASSOCIATE'S in Criminal Justice

RARITAN VALLEY COMMUNITY COLLEGE - Branchburg, NJ

September 2015 to May 2018

Skills

DATA ENTRY (Less than 1 year)

MICROSOFT OFFICE (Less than 1 year)

Retail Sales

Microsoft Word

Word Processing

Typing

Time Management

Organizational Skills

Legal Drafting

Microsoft Outlook

Certifications and Licenses

driver's license

Assessments

Retail Customer Service Highly Proficient

May 2019

Measures a candidate's ability to comprehend and respond appropriately to retail customer needs.

Full results: Highly Proficient

Customer focus & orientation Expert

May 2021

Responding to customer situations with sensitivity

Full results: Expert

Medical receptionist skills Highly Proficient

July 2020

Managing physician schedules and maintaining accurate patient records

Full results: Highly Proficient

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued

development in any professional field.

Additional Information

SKILLS

Data entry and word processing

Microsoft Office

Customer Service

Registration