

**EDUCATION TRAINING**

Medical Coding – pending L S Coding and Education, Tucson, AZ 2019 - present  
B.S. University of Arizona, Tucson, Arizona 1998-2003

**SUMMARY OF QUALIFICATIONS**

- Quickly develops and maintains rapport with client(s)
- Thorough research skills
- Empathetic and kind
- High attention to detail, precision
- Sharp editing eye
- Team player
- Computer literate

**RELEVANT PROFESSIONAL EXPERIENCE**

**Paralegal: Personal Injury – Medical**, Law Office of Eric Post, P.L.L.C., Tucson, AZ 2014-2016

**Accomplishments:**

- Provided a skilled blend of legal specific and interpersonal skills that brought in 70% of prospective client.
- Facts presented to insurance companies enabled attorney to achieve higher settlement award.

**Operated:**

Multi-line phone	PC	Printer	Cannon Digital Camera SX 500
Fax	Scanner	Copier	

- Listened to prospective client to identify what was really wanted or needed
- Summarized prospective client’s information for attorney review
- Scheduled initial prospective client’s meeting with attorney
- Informed prospective client of required documents
- Took specific notes during client’s initial meeting with attorney
- Summarized a “technical document” of initial meeting within in 48 hours
- Prospective client’s recollection of collision
- Injuries and medical follow-up
- Prior medical history
- Review of legal statutes involved
- Photos of physical injuries
- Calendared applicable statute of limitation
- Created and maintained accurate electronic files

- Monitored calendar to ensure timely submission of documents
- Requested, per HIPAA compliance:

10-year medical records

Hospital  
ER/ED  
Physician  
X-Ray  
Primary Care  
Specialists  
Physical Therapy  
Psychiatric  
Chiropractic

Full Police Reports

Pictures  
Witness reports  
Write ups  
Summaries  
Scene map/sketch  
Fire reports  
911 communication  
Ambulance reports

- Reviewed and assessed documents for relevant information:
- Utilized knowledge of anatomy, physiology, medical prefixes and suffixes
- Identified any preconditions
- Summarized any relevant additional complications
- Ensured all data logical in relation to events
- Updated photos of injuries to prove healing/lack of healing
- Drafted summary of all relevant information into database for attorney's review

Drafted for Managing Attorney's Review detailed bodily injury proposal to insurance adjusters  
Maintained:

- Confidentiality
- A safe, trusting rapport that enabled clients to share impact of their injuries
- A calm, professional demeanor when dealing with injured clients
- Professional demeanor with other staff

**Legal Assistant**, Peter Beren, P.C., Tucson, AZ

2005-2014

Worked on high-profile case with BC/BS of Arizona which resulted in client having her initial denied claim reversed allowing her a new prosthetic knee.

**Photographer**, Tucson Saguaros Pro Baseball Organization

2016-2019

Held a **VOLUNTARY** position as a Photographer and Advocate.

- Promoted Tucson Saguaros Pro Baseball (Independent Minor League) awareness—keeping Pro Baseball in Tucson.
- Increased <https://www.facebook.com/Tucson-Saguaros-824520527645908/> from base to over 3K + followers
- 60 – 70% of baseball players were up-leagued because of my work

Recent published contributions include but are not limited to: