

Emily Bagley
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Objective:

I am seeking.....

Education:

Salt Lake Community College, Salt Lake City, UT
ABA approved Paralegal Studies, AAS degree, anticipated graduation 8/2014
Snow College, Ephraim, UT
General Studies

Skills/Tools:

- Microsoft Word 2010
- Excel 2010
- Adobe Professional
- Westlaw research
- Compulaw
- Tabs 3
- Multiple document management systems
- Organization and production of large amounts of information and documents for due diligence matters
- Scanning and manipulation of documents into TIFF, PDF and JPG formats
- Computer literate
- Ten key
- Data entry
- Type 55 wpm
- Advanced organizational skills
- Exacting attention to detail

Employment History:

Ballard Spahr, LLP Salt Lake City, UT

Project Assistant, Real Estate Department 2/2006 – present

Assist attorneys with legal research, drafting of forms, registration with various state agencies, business registrations, Recorder research, title policy support, client communication, file maintenance and document production. My ability to work as an active member of a dynamic team has flourished in the positive environment of this practice group. A positive attitude and a willingness to learn and contribute have added to my respect for this company and for those with whom I have been privileged to work with in it.

Records Clerk 1/2005 – 2/2006

Ensure access to timely, relevant and accurate client-matter related information through creation and organization of both paper and electronic records. Transfer documents from active to inactive storage as needed. I am a team player, and this position has given me the chance to prove that.

Cerva, Browning, Quinn & Co Salt Lake City, UT

Provider Relations 2/2004 - 1/2005

Provided office support as well as maintained client relations for our sales agents through client visits and coordination of benefit needs from health, dental and life insurance carriers. Assured accuracy of applications and group information for those carriers as well. Maintained and updated employer files using Excel, Word, and an exacting attention to detail.

Trizetto Group Salt Lake City, UT

Enrollment Specialist 12/2002 - 2/2004

Updated and processed healthcare enrollments for our client, Altius Healthplans. Applied policies and maintained standards of accuracy and efficient entry of protected health information. Responsible for timely processing of overage dependent process. Consistently exceeded production requirements and coordinated with management to reach department goals. Widened knowledge of computer applications and general PC knowledge.

Hollywood Video Salt Lake City, UT

Store Manager/ Trainer 10/1996 - 12/2002

Motivated work team towards positive sales goals and customer relations. Ordered and received product and maintained standards of cleanliness and retail presentation. Hired, trained and motivated staff to reach goals and achieve retail success. Spearheaded new Training Store Director position in which all initial training of employees was funneled through me. Natural teaching ability stimulated. Weekly conferences with upper management fine-tuned communication and presentation skills.