

OBJECTIVE

Paralegal, legal assistant position

SUMMARY OF QUALIFICATIONS

Paralegal certificate, University of Texas at Austin, Fall 2011. Strong background within real estate, negotiating and writing contracts for residential sales and leasing since 2003. 9 years experience in the high tech semiconductor manufacturing field, primarily as a supervisor.

- Double Bachelor's, Psychology & Sociology
- Microsoft Office Suite proficiency
- Typing 75+wpm
- Analytical skills, productivity enhancement
- Customer service, quality control
- Client management, relationship building

EXPERIENCE**Keller Williams Realty - NWMC, Austin, Texas****Broker Associate, REALTOR**, January 2007 – Present

Residential Sales & Leasing, independent contractor on small team. Creative marketing, writing broker price opinions and property condition reports, photography and home staging. Developing lead generation techniques through direct marketing, referrals, phone and internet opportunities.

United States Census Bureau, Local Census Office, Austin, Texas**Office Clerk**, March 2010 – August 2010 (*concurrent with REALTOR position*)

Answered phone inquiries from public, scheduled pre-employment tests at various recruitment sites during ramp of 2010 Census hiring. Transferred to Quality Assurance department performing internal investigations of outliers, random, and supplemental cases. Conducted re-interview phone questionnaires with public and made recommendations for retraining of census enumerators.

Samsung Austin Semiconductor, Austin, Texas**Manufacturing Area Supervisor**, Diffusion/WetEtch & DryEtch, September 2004 – November 2006

Responsible for directing multiple operations in the production of semiconductor integrated circuits. 200mm wafer manufacturing, line maintenance/optimization, reporting through statistical methods.

- Coordinated production schedule based on product requirements/material supply
- Mentored direct reports, monitored tools at frequent intervals, scheduled job rotations across multiple locations & toolsets
- Interacted daily in meetings with functional peer groups, engineering, management, vendors
- Employee payroll input, vacation scheduling

JGoodwin Realtors®, Austin, Texas**REALTOR**, October 2003 – November 2004

Residential Sales & Leasing across the metro Austin Area. Providing property searches and tours to clients, problem solving, marketing. Completed company sponsored RELO training.

Motorola SPS, MOS 12, Chandler, Arizona (1994-2001)**Shift Supervisor**, May 1998 – February 2001**Probe Area Supervisor**, July 1997 – May 1998**Diffusion Area Supervisor**, January 1996 – July 1997

Wafer Manufacturing Operator/Associate, April 1994 - January 1996

- Provided leadership and support through management of 5 Area Supervisors and 60+ operators in the allocation of resources to ensure continuity across shifts, line balance, and staffing distribution.
- Effectively facilitated and communicated team/area performance to the organizational metrics and goals through daily meetings with all levels of the organization.
- Focused on factory wide performance, including maximizing output and equipment utilization, for best cycle-time and WIP placement.
- Collaborated with engineering teams to eliminate issues and improve die output, improve training.
- Organized optimization activities to improve efficiency and bay layouts.
- Payroll input/vacation scheduling and documentation of employee performance related issues, rated and ranked employees quarterly and annually, wrote and presented performance reviews.
- Start up and ramp of 8" 200mm, class 1 clean room. Developed written operating specifications as new tools came online. Training advisor for new associates on all area toolsets with related computer data entry post metrology measurements.
- Received BRAVO award (May 2000) for dedication in OTD recovery efforts.

EDUCATION

University of Texas at Austin, Professional Development Center, Paralegal Certificate 2011

Comprehensive attorney taught classroom program with emphasis on paralegal essential skills; curriculum included legal terminology, ethics, citation form, court structure. Legal research utilizing Westlaw and Lexis-Nexis, as well as UT Law Library. Substantives in torts, Texas civil procedures, and contract law. Strong writing component drafting an interoffice memo, correspondence, client interview questions, summons & complaint, discovery requests, motion, notice, & trial brief. Portfolio available. *Specialist Certificate continuing education, online, Spring 2012, Elder Law, Wills & Estates, eDiscovery*

University of Houston at Clear Lake, Bachelor's of Science, Psychology & Sociology, 2003

GPA 3.947, Magna Cum Laude, 4 consecutive semesters on Dean's List. Behavioral Sciences & Humanities. Research methods and statistics, written and oral presentations. *Texas Alpha Tau chapter of Alpha Chi Honor Society*

The University of Texas at Austin, College of Liberal Arts

103 hours completed, emphasis in psychology and anthropology

PROFESSIONAL DESIGNATIONS:

Graduate REALTOR® Institute, Advanced Buyer Representative

MEMBERSHIPS:

- *Capital Area Paralegal Association*
- *Austin Legal Professionals Association, TALP, NALS*
- *Austin Board of REALTORS, Texas Association of REALTORS, National Association of REALTORS*
- *National Association Professional Women*

Personal real estate investor, landlord