

JERI A. MAY
jerimay@hotmail.com

EDUCATION

December 2011 Certificate in Continuing and Innovative Education
Paralegal Certificate Program
The University of Texas at Austin
Austin, Texas

May 1989 Bachelor of Arts in Sociology
The University of Texas at Austin
Austin, Texas

TRAINING & WORK EXPERIENCE

August 2011 - Paralegal Certificate Program
December 2011 Austin, Texas

- Studied all aspects of the paralegal field, including the essential skills of legal writing, citation form, legal research online and in library, interviewing, investigation, law office ethics and etiquette, pleading and discovery preparation, and other relevant paralegal skills.
- Prepared correspondence and court documents, such as Demand and Client letters; interview questions; Interoffice Memorandum; Petition and Summons; Trial Brief; Motion for Summary Judgment; and Requests for Interrogatories, Admissions and Production.

September 1989 - Administrative, Office Management, Accounting, and Human Resources work experience
May 2011 Austin and Dallas, Texas

- Oversaw Administrative processes and office operations for three years at Manexa, LLC in Austin, Texas; as well as eighteen months at AllMedia, Inc. in Dallas, Texas. Created a well-run and efficient front office environment at both organizations.
- Performed a variety of Accounting functions, including accounts payable, accounts receivable, payroll, bank and general ledger reconciliations, journal entries, and assisting with month-end and audit preparations for more than twenty years. Duties were performed at the following organizations: Accounting Manager at Manexa, LLC, Seasonal Accounts Payable at Calendar Club, LLC, Accounts Payable Supervisor at DMX Music, Staff Accountant II/I at Texas County and District Retirement System, and Accounts Payable/Payroll at Texas Safety Association in Austin, Texas; as well as Accounts Payable Supervisor at March of Dimes, Office Manager at AllMedia, Inc., and Accounts Payable at Sfuzzi, Inc. in Dallas, Texas.
- Administered all aspects of Human Resources and confidential personnel recordkeeping for three years at Manexa, LLC in Austin, Texas; as well as eighteen months at AllMedia, Inc. in Dallas, Texas.
- Provided more than twenty years of excellent customer service internally and externally.

SOFTWARE & SKILLS

Westlaw, Lexis, Microsoft Office Suite 2010; WordPerfect; various accounting and payroll software; and 10-Key by touch