Kiana Nichols

**174 Fletcher Dr. N, Newburgh, NY 12550**

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**SUMMARY**

Highly competent legal assistant with a background in real estate, corporate finance, elder law and non-profit advocacy groups. Experienced in corporate law and knowledge of commercial and residential real estate and transactions and immigration document production.

**WORK EXPERIENCE**

**Newburgh Paralegal**, Newburgh, New York *— Legal Assistant* ***2017-Present***

* *Provide general office support for litigation attorneys, by maintaining and organizing files and trial calendars, preparing expense reports, submitting invoices for payment, schedule travel, coordinate meetings, calls and conferences to include ordering meals, scheduling conference rooms, and room set up.*
* *Provide support for the firm’s monthly billing process, track attorney time records and setting up new clients matters in the billing system.*
* *Draft, prepare, format, proofread, and finalize correspondence, documents and presentations for time-sensitive, high-profile documents.*
* *Calculate and calendar court deadlines.*
* *Establish and maintain paper and electronic filing systems; classify, sort and file correspondence, records, and other documents.*
* *File pleadings in state and federal trial courts; communicate with court staff and comply with changes in court rules and filing procedures.*

**Movado Company Group**, Central Valley, NY *— Sales Associate,* **July 2017-Present**

* Progressively exceed quarterly sales goals while providing exceptional customer service.
* Establish rapport with customers increasing repeat business.
* Comply with all security and loss prevention procedures in accordance with corporate policies.

**Time Warner Cable**, Newburgh, NY *— Customer Solutions Rep.* Aug, 2015-May, 2016

* Managed customer calls efficiently and effectively with tact and professionalism while resolving all customer issues by identifying technical problems and proposing solutions in a professional manner.

**EDUCATION**

Post University, Waterbury, CT *— Bachelor’s of Science in Business Administration, Cum Laude Graduate, May 2020*

**Skills**

* Highly organized and detail-oriented capable of taking direction and/or supervising or working independently on complex assignments