

Ashley Smith

Durham, NC ♦ (919) 555-2149 ♦ asmith@email.com ♦ [linkedin.com/ashleysmith](https://www.linkedin.com/in/ashleysmith)

OBJECTIVE

To obtain a paralegal position specializing in residential real estate.

EDUCATION

Technical Community College, Durham, NC August 2016

Associate in Applied Science degree, Paralegal Technology

GPA: 3.75

- American Bar Association-approved Paralegal Certification
- Coursework included real property law, which encompassed concurrent estates, condos and co-ops, easements, covenants, title issues, real estate contracts, deeds, real estate finance, title exams, and insurance

EXPERIENCE

Bingham Realty, Durham, NC

Executive Assistant/Office Manager

2016 – Present

- Update multiple listing service for agents on a daily basis.
- Prepare detailed buyer/agent agreements.
- Provide full administrative support to the president, including preparing correspondence, memos, spreadsheets, calendars, and travel arrangements.
- Collaborate with the president to create monthly multimedia PowerPoint presentations for staff meetings. Maintain all meeting documentation.
- Develop, write, and distribute quarterly newsletter using Microsoft Publisher.
- Track and order all office supplies using an inventory system.
- Practice positive client service when routing referrals and walk-in inquiries.
- Received the Bingham Realty Outstanding Employee Award three times.

Receptionist

2015 – 2016

- Promoted to Executive Assistant after one year.
- Operated and transferred up to 40 calls per hour using a multi-line phone system.
- Greeted and assisted visitors and routed walk-in inquiries.
- Handled general administrative duties such as filing, faxing, copying, and mailing.

Three Point Dry Cleaning, Wilmington, NC

2014 – 2016

Shift Manager

- Supervised and managed a staff of five in processing daily dry-clean orders.
- Counted and balanced cash register on a daily basis.
- Entered and tracked orders in the company system.
- Handled customer complaints.

COMPUTER SKILLS

- LEXIS-NEXIS, Westlaw
- Windows, macOS
- Microsoft Office Suite (Word, Excel, PowerPoint, Access, Outlook, Publisher)
- Type 70 words per minute