CARLA A. CEDENO

(C) (352) 800-0965

OBJECTIVE 

To reach a professional level in where my educational background and experience will be an asset to the growth and success of my employer and myself.

EXPERIENCE

03/16 – Present  MORAN KIDD LYONS JOHNSON, PA

Draft Settlement Documents; Schedule Mediations; Schedule Depositions; Summarize Medical Records/Reports for status update to clients and/or Pre-Mediation Reports; Draft Medical Composites; Obtain Social Security Records and Unemployment Records; Review ISO Searches and Issue the Proper Subpoenas; Calendaring of Court Ordered Events.

03/99​ - 10/15 TOMPKINS, McGUIRE, WACHENFELD & BARRY, LLP

Assist attorneys with legal documentation, maintain files, draft pleadings, and other discovery documentations, perform general office duties, schedule appointments, and update calendar; Bill clients, inform clients with approved information regarding their case status.  (Working for Managing Partner, an Equity Partner and One Associate).  (Defense Workers’ Compensation). Managed 10 Employees in my department.

11/13 – 10/15 LAW OFFICES OF VAS (Part-Time)

Client intakes, discovery requests from prosecutor, draft pleadings, and other discovery documentations, research case law on a case to case basis, schedule appointments, and update calendar, bill clients, inform clients with approved information regarding their case status.

07/95 - ​03/99 - ​LAW OFFICES OF NEJAT M. BUMIN

Human Resource Duties (hire and post jobs as needed); maintain company files for employees; submitted payroll to ADP for processing; perform staff reviews; approved vacation and personal days in accordance with staff calendar to confirm coverage as needed; prepare bank deposits for runner. Handled all Real Estate Closings from obtaining title work, home inspections, obtaining CO and preparing the HUD.

09/91 - ​07/95 – PARTY CITY

Meeting with clients to work out event details, plan with the client, scout and book locations, food, entertainment, staff and cleanup crew. Personally did all the guest party favors/thank yous.

EDUCATION

Montclair State University

Bachelors in Science

Berkeley College   
Paralegal Certificate

Valencia College

Currently attending classes to continue my education.

SKILLS 

Bi-Lingual (Portuguese and Spanish)

Computer skills include Windows, Microsoft Word, Total Office, Juris, Internet, Ability to prioritize, prepare documents, problem solve; Experienced with the use of all office equipment; Ability to type 60 to 65 wpm 100% accuracy.

Florida Notary Public

REFERENCES

Available upon request.