

MIA N. CARRUTH

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Legal Assistant ~ Administrative Support ~ Legal Records Clerk

OBJECTIVE

Seeking a position in a Law Firm where my skills in research, communication, and a passion for law can assist in the protection of the public interest.

PROFESSIONAL SKILLS

- Proficient Organizational Skills
- Strong Customer Relations Skills
- Effective problem solver; prioritize and manage heavy workflow without direct supervision.
- Adept at policy development and modification
- Innate knowledge of substantive and procedural law
- Type 85 wpm with complete accuracy
- Excellent writing, speaking and research skills
- Outlook, Lotus 1-2-3; Microsoft Excel; Microsoft Word, Microsoft Windows

ACADEMIC EXPERIENCE

Herzing College

Bachelor of Science Legal Studies Major

Atlanta, GA

Expected graduation date: May 2010

- Gate City Bar Club Member
- Gavel – Legal Studies and Paralegal Organization
- Currently holding 4.0 GPA (major courses completed Accounting I and Public Speaking)

PROFESSIONAL EXPERIENCE

Employees Retirement Systems of Georgia – A State Pension Administration Agency

Atlanta, GA

Imaging Forms Processing Clerk

November 2005 – present

Conducts complex and comprehensive research using a variety of resources to complete, prepare, assemble, and process reports in order to respond to queries or legal document requests from retired, former and current employees of the State of Georgia and/or representing counsel in compliance with State laws, policies, and guidelines in a timely manner.

Arrange for audit reports to be forwarded via courier or physically delivered to the Governor's office for review by his staff to ensure retirees, former and current state employees and their beneficiaries' pensions and contribution payments are invested securely and soundly.

Effectively troubleshoot issues of concern regarding pension disputes, and complaints that arise as a result of missing pension checks, and reduction in payment amounts by locating signed documents legally binding retirees, beneficiaries and former employees to the terms and conditions set forth that would result in payment reduction or expired pension payments.

Prepared archived documents and scanned them into the agencies mainframe converting the agency's retiree, beneficiary and current employee files into a paperless filing system retrievable via a State database housing millions of documents from as early as the 1950's to current.

Spherion Staffing Services

Decatur, GA

Outsourced Employee

January 2000 – November 2005

Placed with the Southern Association of Colleges and Schools as Administrative Assistant support to Executive and Assistant Executive staff, produced general office reports, maintained personnel files, and organized Lotus Notes. Updated expense ledgers for accreditation dues paid by elementary and middle school officials maintaining accreditation status using Microsoft Access software.

Placed with Bellsouth (Small Business Telesales) as Administrative Support to the Department's Assistant Vice President, interviewed, screened visitors and telephone calls in a Front Office Receptionist capacity; made appointments for meetings; maintained an appointment calendar. Maintained accounts payable for invoices and vouchers, billing records, tracking invoices for payment, preparing and checking expense reports, kept principals' expense accounts balanced. Prepared purchase orders, made travel and entertainment reservations as well as organizing presentations for Executive meetings using Power Point. Set-up new hire personnel with sales teams network connectivity to the company database.

References Available Upon Request