

Amber Nadeau

8238 Boatwatch Drive, Baldwinsville, NY 13027

anadeau11@gmail.com

(315) 766-6731

PROFESSIONAL SUMMARY

Self-directed, resourceful, and creative professional with Marketing and Administrative experience. Active team member effectively communicating and collaborating with all levels of staff to ensure optimum productivity. Well organized strategic thinker with strong attention to detail. Astute customer service and conflict resolution skills.

CORE COMPETENCIES

Website Development

Scheduling and Event Planning

Microsoft Office: Excel, PowerPoint, Publisher,

Outlook, Access, Word, Lotus Notes, DropBox,

QuickBooks

Electronic Records Storage

Administrative Experience

Accounts Payable

Bookkeeping

Accounts Receivable

Accounts Payable

Creation of Training Manuals

Marketing and Advertising

Updates to Social Media Accounts

Legal Research and Writing

Contract Law

Contract Creation

Civil Litigation

Torts and Remedies

Real Estate

Personal Injury

Vehicle & Traffic

Evictions

Wills & Estate Planning

EDUCATION

Bryant & Stratton College – Graduate 2015

Associate of Applied Science – Paralegal Studies

- 4.0 GPA
- Dean's List recipient entire duration of college
- Law Management course team leader

WORK EXPERIENCE

Alexander and Catalano, LLP

01/2018 – 06/2019

Legal Secretary

Process new intakes received from investigators and enter new clients into Time Matters system.

Process and complete letters to clients regarding retainer agreements, create letters to insurance companies, process medical records requests, and other legal correspondence.

Work with local department of motor vehicles and other police stations to obtain police accident reports.

Create disbursement statements and process paperwork for closing of files.

Assist reception area with phone coverage and assisting walk-in clients.

Cheney and Blair, LLP

10/2017 – 12/2017

Paralegal

Create Firm Brochures and Announcements

Website Development: build and create new website for the firm use

Developed and prepared memorandums of law, enclosure letters, subpoenas, affidavits, and other legal correspondences

Prepare 3-Day Notice, Petition and Notice of Petition for evictions. File Petitions and Notice of Petitions with the Court Clerk, File Motions, etc.

Prepare Last Will and Testaments for various clients

Draft requests for Adjournment, prepare Power of Attorney, create Equities letters to District Attorney's office, draft letter to Court with Recommended Disposition, communicate all correspondence with clients

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Revisions to Contracts and legal research
Prepare Claims Letter to Claim Adjuster for various personal injury cases
Process Real Estate payments through QuickBooks: deposit retainer fees, attorney fees and legal fees, transfer payments from Iola, Trust and Operating Accounts, process invoice payments
Create Pre-Bills and Municipal billings; submit attorney time entries, various office errands

Ferrara Fiorenza PC

3/2017 - 9/2017

Legal Secretary/Paralegal

Prepare Law Conference Presentations and Newsletters for School Districts use
Developed and prepared memorandums of law, enclosure letters, subpoenas, affidavits, and other legal correspondence for Attorney review.
Review and analyze active legal cases and prepare for next plan of action
Appear and attend to Legal Conferences for training purposes
Travel to County Clerk's office for filing motions
Submit Attorney billing sheet to Timeslips system to account for billable time
Strategically managed and organized the central filing system including storage options
Collaborated with management to establish document consistency policies amongst staff
Adhered to member privacy in accordance with corporate policies and procedures

Lifetime Benefit Solutions

12/2015 - 3/2017

Contract Administrator

Developed and prepared client/ vendor contracts: Business Associate Subcontracts, Confidentiality Agreements, 401K, FSA/HRA, COBRA Service Agreements.
Strategically managed and organized the central filing system including storage options
Collaborated with management to establish document consistency policies amongst staff
Assessed broker, consultant, independent contractor, and client relationships
Managed multiple projects to meet strategic initiatives: FSA/HRA Agreement Revisions, COBRA Agreement Revisions, Internal Auditing, Client-Broker Relationship Status Reports, Training Manuals, Department and Senior Leadership meetings, Product Development, Legal Research
Adhered to member privacy in accordance with corporate policies and procedures
Assisted in the data entry of new referrals provided by Brokers and Auditors.
Provided support for administrative duties such as printing and scanning confidential medical documents
Accurately drafted letters: Letter of Acknowledgment, Case Review and Request for Additional Information and made appropriate revisions for submission
Correctly submitted Medicare Set- Aside Cases to Online Web portal

Hummel's Office Plus

1/2012 – 11/2015

Executive Assistant and Sales Support

Instrumental in creating marketing strategies for email campaigns, tradeshow, and other events
Managed the CEO listing, processed quotes, updated contracts, placed orders and created report generation
Participated vendor meetings, helped the sales staff and assisted in training for new hires
Responsible for implementing opening/ closing procedures and petty cash management
Accountable for assigning customers to specific account representatives

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Presentation Concepts Inc.

7/2009 – 1/2012

Executive Assistant and Sales Support

Acted as the event coordinator for hotel and conference room reservations for tradeshow and events
Processed and tracked orders and presented final invoicing to customers
Communicated changes to sales, policies and procedures to all sales representative in New York State
Created and presented monthly commission reports for Senior Leadership
Hosted and set up new hire orientation meeting and on-boarding
Posted and verified all credit transactions using Csoki system
Handled cash sales postings and dropping off daily bank deposits
Updated customer accounts, released holds and verified credit card information

For more information please visit: <http://www.ambernadeau.wix.com/website>