

## *APRIL 2010 ADS*

### **Seeking Legal Assistant/Administrative Position in Metro Atlanta area**

Dedicated employee with a legal and business background and demonstrated track record for building loyal professional relationships and achieving outstanding client service levels. Effective communicator with impressive emphasis on quality, productivity, and professional excellence. Experience includes 14+ years as Executive Administrative Assistant and 6+ years as a Legal Assistant in a Personal Injury Law firm.

Skilled professional with a diverse background including legal assistance, mortgage closings, document processing, policies and procedures, and financial services as well as customer service and project management. Detail-oriented, with excellent analytical and multi-tasking abilities. Proficient in planning and completing projects to high standards in time-critical situations. Easily establish and cultivate professional business and customer relationships. Consistently received outstanding performance evaluations in all positions held. Computer proficient: Word, Excel, PowerPoint, Word Perfect 9&10, Needles and Tam.

Resume along with references available upon request. Please contact Kristin Tyler at [kt Tyler95@gmail.com](mailto:kt Tyler95@gmail.com).

### **GCBA NEWS**

#### **OFFICES FOR LEASE**

Offices for lease one block from GJAC in newly renovated building. Two conference rooms, full time receptionist, full kitchen. Contact Terri at Tamela Adkins' office 770.431.9999.