

ASHLEY MATTHEWS (PARALEGAL)

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Summary:

I am a skilled former Manager of Operations adept at devising new strategies for achieving client focused business goals. Diligent and resourceful professional with deep understanding of operational standards, organization and optimization techniques. I have over 15 years of business and leadership experience and look forward to transitioning those skills into a successful career as a paralegal and growing my knowledge and experience in the legal field. I am also a South Carolina Notary Public and am a member of the American Association of Notaries.

Skills:

- Policy/Program development
- Training on Drafting Various Litigation Documents
- Experience in Westlaw Research and Various Legal Reporters and Citation.
- Proficient in Case Management Software (MyCase and Clio)
- Inventory/Budget Control
- Proficiency in Microsoft Office Suite and Outlook (N.S.L.T. Certified)
- Experienced Paralegal in the areas of Probate Administration, Civil Litigation and Criminal matters
- Experienced trainer and talent developer.

Education: **Bachelor of Languages and Intercultural Studies (French and Spanish)**

Coastal Carolina University

Anticipated Graduation Date: May 7, 2022

Associates in Applied Science- Paralegal

Horry Georgetown Technical College- Myrtle Beach, S. C.

Graduation Date- August 20, 2020

Lakewood High School- Diploma

Honor Graduate-2005, Sumter SC

Work History:

03/2020 -Current-

Paralegal

Law Office of Stephanie Vaught Little

Drafting Correspondence

Follow- Up with clients

Drafting documents for Probate Administration

Drafting Documents for Criminal Matters

Drafting Pleadings for Civil Litigation

Drafting Estate Planning Documents

Scheduling Appointments and Updating Calendar with Court Dates

Assisting the Lead Attorney in Whatever Other Tasks She Requires.

10/2015 to 10/2018- **Operations Manager**

ANN INC-LOFT (4 mil annual revenue) — Myrtle Beach, South Carolina

Developed and shared best practices across the company, including traveling to train and support stores with opportunity

Recruited, hired and trained new employees for sales and merchandising department.

Revamped the in-store brand program, resulting in 32% improvement in 18 months

Reduced and controlled expenses by controlling supply inventory and cutting out unnecessary costs

06/2012 to 08/2015 **Co-Manager (promoted from PT Lead in Sept 2012)**

Victoria's Secret (2 mil annual revenue) — Myrtle Beach, South Carolina

Oversaw the development and launch of company product launches.

Mentored, coached and trained 20 team members.

Recruited, hired, developed and retained retail talent for the company.

Directed strategic and brand-appropriate marketing initiatives to improve presentation and maximize sales