

HELON CANTRELL DOBBINS

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Growth-focused and looking to expand knowledge within the historic preservation field. Possesses exceptional written and research acumen to apply in a museum or academic setting. Looking to enhance engagement through a strong, collaborative environment.

Recent Work Experience

Worth Jarrell, LLC. | Sandy Springs, GA
February 2023

November 2022-

Legal Assistant

- Conducted legal research on employment-related matters focusing mainly in Georgia
- Prepared legal documents for attorneys to send to clients or to file with courts
- Communicated effectively with clients, attorneys, and others.
- Familiarity with legal software such as Clio, PACER, Westlaw
- Scheduled various appointments for attorneys including calls via Zoom or in-person meetings with clients or opposing counsel
- Maintained firm-wide calendar in Clio software
- Answered phones for attorneys

Kahal Kadosh Beth Elohim | Charleston, SC
2020

August 2019 - March

Greeter and Docent

- Conducted legal research on employment-related matters focusing mainly in Georgia
- Instructed what the tours entailed and answered any historical or generic questions
- Interacted with hundreds of visitors daily
- Led tours through strong communicative efforts and efficiency
- Collaborated with C-level colleagues to accomplish company objectives
- Collaborated with colleagues to design interactive tour experiences

Skill Set

- Analytical Skills
- Coachable
- Organized
- Dedicated
- Effective Communication

Education

Young Harris College | Young Harris, GA
Bachelor of Arts in English
History Minor

Spring 2018

Arizona State University | Remote - Charleston, SC
Master of Arts in Global History

Spring 2022

Arizona State University | Remote - Roswell, GA
Masters of Arts in English

Spring 2025

Selected Relevant Research / Volunteer Experiences

- Archival volunteer at the William Breman Museum, handling documents and creating digital finding aids in the museum's digital archive. Winter, 2013.
- Volunteer docent at the "Anne Frank in the World: 1929-1945" exhibit. Summer, 2015.
- 2x presenter at "Undergraduate Research Day" sponsored by Young Harris College (spring 2016/2018)
- Collaboration on "The Daffodil Project" - planting memory gardens honoring child victims of the Holocaust. Young Harris, GA. 2017-2018.
- Global History Masters of Arts Capstone Research: "Auschwitz: The Iconic Symbol of Genocide."
- Ph.D Research (Proposal): "The 'Tea' in History: Gaining and Maintaining Public Interest in Historic Preservation in a Digital Age."