

REBECCA A. WEAVER

431 S. Dennis Place • Kennewick, WA 99336
Cell 509-460-1906 • bweaver_legal@yahoo.com

SKILLS:

- 10+ years of experience in office procedures and customer service
- Use of computer keyboard, typewriter, 10 key and other office equipment
- Typing 80 wpm
- Word processing
- Use of multi-line phone
- Proficient in Quick Books Pro

WORK EXPERIENCE:

Legal Secretary/ Bookkeeper/ Office Manager
Larry C. Stephenson/Stephenson Law PLLC

October 19, 1996 - October 31, 2015
Kennewick, Washington

- Greeted and assisted clients and public agencies on the phone and in person
- Scheduled meetings and appointments
- Met with clients to obtain information pertinent to their case
- Assisted attorney in preparing for court hearings and trials
- Prepared legal documents for filing with the court and distributed copies to appropriate parties
- Transcribed handwritten and recorded statements/interviews
- Prepared written correspondence to clients and public agencies
- Handled and maintained highly confidential and sensitive information
- Organized and maintained client files
- Received and recorded client payments and prepared monthly invoices
- Maintained and kept accurate accounting records for clients and general office account
- Ordered office supplies as needed
- Processed payroll checks
- Prepared monthly, quarterly, and annual State and Federal payroll tax reports

Receptionist/ Bookkeeper
James Egan, John Matheson & Larry Stephenson

September 1995 - October 1996
Kennewick, Washington

- Answered multi-line phone
- Greeted clients and public agencies by phone and in person; provided information to callers, took messages, or referred callers appropriately
- Provided clerical assistance to each attorney and their staff
- Ordered office supplies as needed
- Handled and maintained highly confidential and sensitive information, organized and maintained electronic and paper filing systems, scheduled appointments, handled correspondence as directed, sorted and distributed all incoming mail
- Received payments from clients and routed to appropriate office
- Maintained and kept accurate income and expense records for office account

EDUCATION:

- Lathrop High School
Diploma
- Fairbanks, Alaska