

Katie Adamson-Saichek

Experience

07/2010 – Present Jennings & Medura, LLC Salt Lake City, Utah

OFFICE MANAGER/PARALEGAL

- Perform all day-to-day business operating tasks
 - Manage all payroll duties
 - Draft, edit and process legal documents
 - Manage accounts receivable & collections
 - Manage attorney trust accounts & firm financials
 - Legal research
 - Attorney scheduling & court docketing
 - Manage client relations
 - Manage firm advertising & marketing
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02/2006 – 07/2006 Fidelity National Information Services, Inc. Salt Lake City, Utah

OPERATIONS MANAGER/STAFF ASSISTANT

- Managed operations and employees of center
 - Trained all new employees on work duties and company practices
 - Managed all payroll for center
 - Ran daily reports using Excel for corporate office
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06/2004 – 02/2006 Certegy Check Services nka Fidelity National Information Services, Inc. Salt Lake City, Utah

CONTROL CLERK III/GAMECASH TECHNICIAN

- Answered inbound check verification calls
 - Provided technical support to fellow employees
 - Answered inbound calls regarding cash advances from various casinos
 - Provided technical support to casinos in reference to cash advance programs
 - Worked with 3rd party technical support to service casinos
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01/2004 – 06/2004 Teleperformance, U.S.A. Salt Lake City, Utah

QUALITY ASSURANCE MANAGER

- Managed performance of quality assurance monitors on monitored calls identifying errors and improvements
 - Input call data into database
 - Completed end-shift procedures and reporting
 - Identified performance trends and provided recommendations for improvement
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06/2003 – 01/2004 Teleperformance, U.S.A. Salt Lake City, Utah

QUALITY ASSURANCE MONITOR

- Monitored sales calls for compliance with company policies and identified possible errors

Katie Adamson-Saichek

Education

University of Utah- Masters

Expected Graduation: 08/2016

- Business Administration

University of Utah-Bachelor of Science

Graduated: 08/2010

- Sociology Major
- Political Science Minor
- Certificate in Criminology and Corrections
- Golden Key Honor Society

Salt Lake Community College-Associate of Science

Graduated: 12/2007

- Political Science
- Institutional Honors

Skills

- Proficient in Microsoft Office
- Proficient in ADP Payroll Services
- Proficient in Quickbooks
- Proficient in Adobe Acrobat
- Proficient in EZ Filing Bankruptcy Software
- Proficient in Green Filing Software for District Court