

**Amy C. Clark**  
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(352) 283-3921

4/2022 - 7/2023  
Sawgrass Trails, Saint Petersburg, FL

Assists in managing all aspects of property occupancy and maintenance. Communicates with tenants regarding property-related issues. Coordinates with tenants and third parties to address maintenance and facility needs. Accept and process monthly payment(s).

3/2021 - 08/2022  
Credit MRI - Saint Petersburg, FL

Auditor & CSR

High volume credit repair company. Heavy customer service using Dispute Suite software and telephone. Advising customers, posting payments, auditing credit reports, ensuring the customer process is seamless and efficient.

4/19 - 2/2020  
Sprechman & Fisher PA, North Miami Beach, FL

Receptionist/Client Service Representative

High volume receptionist, scanner, e-file Client liaison. Via computer or telephonic request, provide information and documents pertinent to filing of lawsuit and receiving judgments. Daily, weekly and monthly status reports for Clients. Daily reporting and uploading to file transfer websites.

9/17 - 10/18 Marin & Montanye, Uniondale, NY

Proofreader/Typist

Type financial reports accurately and timely.  
Proofread typed financial reports for typing department, mark-up typed reports.  
Edit errors.

6/07 – 7/17 Cravath, Swaine & Moore, LLP New York, NY

## Legal Secretary

Provide full secretarial support to partners and associates in litigation, real estate and corporate. Assisted in typing all legal documents, editing, revising and formatting using styles. Prepared Table of Contents and Table of Authorities, blacklining and redlining. Combined and extracted PDF documents and saved to DeskSite and iManage. Conversion of Word and PDF documents. Maintained and updated calendar and appointments, set up conference calls and coordinated meetings using Meeting Room Manager, prepared and maintained client billing and time entry. Opened and prepared new matters, prepared itineraries and scheduled travel arrangements. Extensive communication and liaison between clients and attorneys. Assisted in work overflow when needed.

April 2002 - May 2007      United Service Workers Union (USWU) Jamaica, NY

## Benefit Processor/Disability Claim Processor

Job Responsibilities included Enrolling Union Members using the AS400 computer system to enter, maintain, update and track member status in a professional manner. Maintaining member files with appropriate documentation correctly and accurately. Answering and screening incoming calls. Responsible for providing information to members and amalgamated shops regarding Union Benefits. Processing Supplemental Disability claims for Union Members. Creating quarterly FICA Reports for submission to Union shops.

1999 - April 2001      Grubb & Ellis New York, NY

## Executive Assistant

Job Responsibilities included preparing and editing reports and presentations, including but not limited to, annual budgets, income and expense, operating reports, new/lost business and organizational charts. Assisting in preparation and analysis reports to be used for regions operations. Previewing for accuracy and compliance all expense reports submitted from the region. Liaison and coordinating all information between Regional Vice President, National Executives, Regional Secretaries and corporate offices. Coordinate special projects with corporate staff. Answering and screening incoming calls. Prepare and maintain travel arrangements, both domestic and international. Scheduling and maintaining meeting logs and monthly minutes.

1995 – 1997 American International Underwriters (AIU) New York, NY

## Executive Assistant

Job Responsibilities included preparing and maintaining all political risk

countryreports for Executive Vice President. Assist EVP in all management aspects of the Political Risk Department. Preparing and maintaining all travel and expense reports. Preparing and maintaining all travel arrangements, both domestic and international. Answering and screening incoming calls. Managing and assisting legal documentation and housing for all overseas employees.

Grey Advertising, NYC New York

Secretary

Job Responsibilities included secretarial coverage to Creative Director. Answering and screening incoming calls. Assistance with story-boards and typing of documents.

Macy's, NYC New York

Secretary to Buyer

Job Responsibilities included secretarial coverage to Buyer. Typing of Invoices. Go-between for Vendors and Buyers. Telephone coverage.

Education 1987-1988 Queensborough Community College

Skills: Typing: 65+wpm, Excellent interpersonal skills, phone manners, and office etiquette. Strong analytical and organizational skills. Windows operating systems, Microsoft Outlook, Microsoft Word, Excel, WordPerfect, PowerPoint, Lotus Notes, Statistical Typing, Dictaphone, Cisco Telephone System.