

# Mckenzey Vanmiddendorp

• 600 Osie Street • Gillespie, IL 62033 • (217) 556-1106  
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## **Professional Summary**

Dedicated student with 4+ years of customer service experience. I have worked with cases involving Personal Injury, Traffic, Estate Planning, and Family Matters. I have strong verbal and written communication skills. I am eager to grow my legal knowledge and continue to get my Law degree once I graduate this Spring.

## **Education**

### **The University of Alabama**

Expected Graduation, May 2024

Bachelor of Criminal Justice with Real Estate

GPA: 3.34

### **Triad High School, Graduated 2020**

GPA: 3.0

### **Clubs/Activities**

- The University of Alabama Omega Nu Lambda National Honor Society

## **Work History**

### **Law Offices of Glenn & West**

Intern/Secretary 02/2023-Current

- Receiving client intake for person injury cases
- Legal case filing
- Preparing and filing Estates and Wills
- Preparing emails
- Sending Medical release and requests
- Scheduling clients
- Working within health information regulations to protect client information.

### **Crimson Calling Center, University of Alabama**

National Alumni Association Student Caller 09/2022-2023

- Fundraising for the University of Alabama's National Alumni Association
- Answering inbound customer service calls to assist with questions, concerns, or problems.
- Providing details and history on the University of Alabama
- Working with Microsoft Office programs

### **Family Eye Care Association**

Front Desk/Technician 12/2019-2023

- Pretesting patients for the physician

- Entering patient data
- Processing financial transactions
- Maximizing customer satisfaction when working with patients, colleagues, and salespeople
- Working within health information regulations to protect patient information.

### **CMT YMCA**

Lifeguard/Swim Instructor 04/2018-12/2019

- Completed required CPR, First Aid, and Lifeguard Red Cross Courses
- Ensured compliance with pool policies and procedures.
- Monitored all swimmers and guests for their safety.
- Checked all chemical readings every two hours to prevent potential illnesses.
- Explained and demonstrated swimming strokes, proper technique and position.

### **Core Qualifications**

- Creative
- Ability to work in a fast-paced environment.
- Communication Skills
- Quick Learner
- Ability to work well with others in a group setting.
- Legal knowledge
- Personal injury client intake

### **References**

Dr. Nathan Kirby, Employer (217) 260-9700

Paula Clark, Family Friend (217) 999-4424

Jeanette Pastrovich, Coworker (217) 710-6491

Attorney Trent West, Employer (217)324-7777