
MICHAEL MOSHER
476 E MAYNARD AVE
COLUMBUS, OH 43202
614-784-8386
MICHAEL.R.MOSHER@GMAIL.COM

OBJECTIVE

To make a career shift into the legal services industry.

Qualifications

- Strong experience with office computer applications, including MS Excel, PowerPoint, and Word.
- A strong emphasis on customer focus with, both interpersonal and external accountability.
- Immersed in a technical, highly detail-oriented environment.
- Proven work ethic and responsibility (acting with honesty and integrity).
- Tested bias for action (by starting a small business), with a passion for results.

Professional Skills

PARALEGAL, RESEARCH AND LITIGATION SKILLS

- Completed both book and electronic research of case briefs, administrative rules, laws, and supporting documents for Research & Writing I & II and Litigation I.
- Gained practical and theoretical knowledge of probate, administrative, and real estate law from classes by the same names.

ORGANIZATIONAL SKILLS

- Conducted constant client contact for Verizon Online, maintaining logs and keeping customers informed of repair status.
- Concurrent database updating, technical support, status requests, and inter-department communications.

- Professionally handled banking transactions and financial management in the employ of Cord Camera as well as when running my own business.
- Prepared regular periodic spreadsheet summaries of financial performance.

TEAMWORK AND P2P SKILLS

- Actively used written and verbal communication respectfully according to confidentiality expectations over multiple mediums for Verizon Online.
- Provided feedback and constructive criticism in a team environment.

MANAGERIAL SKILLS

- Trained personnel on the job and delegated responsibility for effective operations as an Associate Manager for Cord Camera.
- Oversaw day-to-day operations of employees, including conflict management, in a retail environment and in my own business.

EMPLOYMENT HISTORY

- **Paralegal Intern, Ohio Civil Rights Commission, Columbus, OH, 1/07 – 3/07**
- **Nationwide Discovery Management Paralegal, Spherion, Columbus, OH, 9/06 - 11/06**
- **Verizon Online Escalations Technical Support, Teleperformance USA, Columbus, OH, 1/05 - 9/06**
- **Associate Manager, Cord Camera, Columbus, OH, 5/03 - 8/04**
- **Business Owner, Self Employed, Columbus, OH, 3/02 - 3/03**
- **Customer Service Agent, United Health Care, Kingston, NY, 7/01 - 1/02**

EDUCATION

- **Columbus State Community College, Columbus, Ohio 6/07 A.S., Paralegal**

AFFILIATIONS

- Paralegal Association of Central Ohio
- Student Paralegal Association of C.S.C.C.