

**Lisa McCloud**  
**13601 Green Chapel Rd.**  
**Johnstown, OH 43055**  
**740-817-4358**  
**lmccloud9@hotmail.com**

**SUMMARY OF QUALIFICATIONS/SKILLS:**

Excellent in Microsoft Office, Microsoft Word, Microsoft Outlook, Timeslips, Quickbooks, Typing (70 wpm), Windows 95, 98, 2000, XP operating systems, Microsoft Excel, Customer Service Representative, Accounts Manager, Ohio Notary Public, excellent in managing all day to day business and office activities, excellent organizational skills and multi-tasker.

**PROFESSIONAL EXPERIENCE:**

Park Place Coffee Roasters, Newark, Ohio  
Owner, Manager and Operator from April 2008 to June 2010

- Oversaw entire operation of business
- Ordered all merchandise
- Responsible for all payroll and payroll taxes
- Interview, hire and train new employees and coordinate employee schedules

Legal Assistant  
Schaller, Campbell & Untied, April 2002 to April 2008  
Newark, Ohio

- Maintain and coordinate attorney schedules with clients and court docket
- Maintain and organize client/attorney files
- Responsible for client billing and accounts payable/receivable/trust accounts
- Prepare correspondence and legal documents
- Monitor collection accounts

Legal Assistant  
Gallagher, Gams, Pryor, Tallan & Littrell, August 2001 to March 2002  
Columbus, Ohio

- Maintain and coordinate attorney schedules with clients and court docket
- Maintain and organize client/attorney files
- Prepare correspondence and legal documents
- Responsible for client billing

Office Manager/Legal Assistant  
Sammons & Johnson, September 2000 – August 2001  
Westerville, Ohio

- Maintain and coordinate attorney schedules with clients and court docket
- Maintain and organize client/attorney files
- Responsible for client billing and accounts payable/receivable
- Prepare correspondence and legal documents
- Monitor collection accounts
- Maintain accounts receivable/payable

Location Manager  
Hertz Car Rental, August 1990 to November 1999  
Bridgeport, WV

- Interview, hire and train new employees, coordinate employee schedules
- Manage vehicle inventory
- Prepare inventory statements and cash flow charts
- Process vehicle requests for customers
- Maintain maintenance schedules and records on vehicles
- Build and maintain a good customer service base

Store Manager  
Fast Fare (Convenience Store) January 1987 to September 1988  
Charlotte, NC

- Interview, hire and train new employees
- Coordinate employee schedules
- Prepare inventory statements
- Manage gasoline inventory, order gasoline
- Prepare cash flow charts

**EDUCATION:**

1986 Graduate of Liberty High School, Clarksburg, WV  
Completed 2 ½ years toward a business degree at Fairmont State College, Fairmont, WV

**REFERENCES:**

Please see attached.

**REFERENCES FOR LISA McCLOUD:**

Wendy Wells, Friend  
Johnstown, Ohio  
740-967-0460

Debbie Crouch, Former Co-Worker  
Newark, Ohio  
740-404-0640

Fran Harmon, Former Co-Worker  
Heath, Ohio  
740-404-5027

Beverly Harder, Friend  
Columbus, Ohio  
614-832-3062

Brittany Luzio, Former Employee  
Westerville, Ohio  
740-364-8274