

# Melody Renée Scales

## (715) 573-0559

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**Goal:** *To find meaningful employment in Terre Haute, IN after moving from Amarillo, TX.*  
**Professional Experience**

Cornett Law Firm

***Legal Assistant (October 2020 – June 2021)***

- Supported one attorney in estate planning, family, personal injury, probate, and criminal practice.
- Researched Westlaw, Caselaw and other sites for various forms, samples, and statutes.
- Drafted correspondence, pleadings, and other such documents for attorney's review.
- Followed up with clients, judges, opposing counsel and clerks.
- Coordinated conferences and meetings and scheduled appointments on the Firm's calendar.
- Managed front desk, answered phones, assisted clients, and performed mailings along with other basic office functions.

Hougum Law Firm, LLC

***Funding Specialist (December 2016 - July 2020)***

- Supported one attorney in estate planning and elder law.
- Communicated with clients, financial advisors, banks, and other financial institutions to obtain forms for transferring assets into estate plans.
- Drafted forms, deeds, and assignment of interest for personal property, assets, and businesses.
- Followed up with clients and their financial institutions to ensure assets were transferred properly.
- Coordinated conferences and meetings and scheduled appointments on the Firm's calendar.
- Managed front desk, answered phones, assisted clients, and performed mailings along with other basic office functions.

Home

***Domestic Engineer (September 2011 - December 2016)***

- Household CEO

Gilpin & Keefe, LLC, Albuquerque, NM

***Paralegal (November 2010 - September 2011)***

- Supported three attorneys in civil, including personal injury and criminal practice.
- Prepared for depositions, drafted pleadings, and other various correspondences.
- Assisted in trial preparation.
- Responded to requests from courts, opposing counsel and insurance companies.
- Filed electronically in Federal and State courts.
- Coordinated conferences and meetings and scheduled appointments on the Firm's calendar.

Overseas Dijon, France

***(July 2009 - November 2010)***

- *Expérience personnelle*
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Law office of Leof T. Strand & James R. Beam, Albuquerque, NM

***Legal Secretary (August 2006 - July 2009)***

- Provided administrative support for two attorneys in personal injury and family law practice.
- Communicated with clients, medical providers, and opposing counsel to obtain documentation.
- Assisted with preparation of files and documents for trials.
- Reviewed medical documents and prepared notebooks and summary for attorney.
- Maintained client files with all correspondence, pleadings and/or research.
- Drafted correspondence, pleadings, and other such documents for attorney's review.
- Managed front desk, answered phones, assisted clients, and performed mailings.
- Provided clients, insurance companies and opposing counsel with status of ongoing cases.
- Maintained law library books

Taylor's Furniture, Amarillo, TX

***Office Manager (September 2005 - August 2006)***

- Assisted with payroll and employee scheduling.
- Compiled daily, weekly and monthly reports.
- Performed basic customer service.

WoodForest National Bank, Amarillo, TX

***Personal Banker (January 2004 - September 2005)***

- Responsible for collecting all transaction receipts at the end of the day and generating a report for management.
- Processed deposits and pay out funds; used Excel to record all transactions accurately and balance daily each day's operations.
- Received cash and checks for deposit, verified amounts, and looked for check endorsements.
- Maintained ATM currency.
- Balanced main safe and prepared any monies over \$50,000 for Federal Reserve pick up.

CIC Finance, Amarillo, TX

***Loan Processor (July 2002 - July 2004)***

- Submitted applications to credit analysts for verification and recommendation.
- Explained to customers the different types of loans and credit options that are available and terms of those services.
- Approved loans within specified limits; and referred loan applications outside of management for approval.
- Prepared daily reports for corporate office.
- Performed basic office duties, answering phones, filing, mailings, faxes.
- Made daily collection calls and field visits.

## **Computer skills**

- Windows: Microsoft office; Microsoft outlook; Word and Excel
  - Apple software and Mac computers
  - Peach tree
  - QuickBooks
  - Open Office
  - Action Step
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