

FELICIA RAY

CONTACT

(336)687-7591

feliciaray03@gmail.com

PROFILE

I am the current Case Coordinator for Hatcher Law Group, a mid-sized Family Law Firm in Charlotte, NC.

SKILLS

- Client Relations
- Intake Management
- Scheduling
- Billing
- Legal Services
- Project Management
- Marketing
- Intuit QuickBooks Program
- Market Research
- Microsoft Suite
- Google Suite
- Adobe Suite

EXPERIENCE

CASE COORDINATOR

HATCHER LAW GROUP P.C. | JUNE 2019 - PRESENT

- Liaison between potential clients and attorneys through initial telephone and correspondence regarding privileged information about their case
- Scheduling Initial Consultations for partners and associate attorneys
- Assisting Director of Marketing with large and small scale professional and social events
- Tracking data involving Family Law attorney demand during a certain time of year
- Serving as the managing partners personal assistant
- Attend networking events as firm representative

LEGAL ASSISTANT

HATCHER LAW GROUP P.C. | MARCH 2019 - JUNE 2019

- Attend consultation with potential clients taking detailed notes
- Scan, saved and distributed daily mail and document
- Daily responsibility of filing pleadings and orders through the court system at various counties
- Miscellaneous tasks such as supply purchasing and office maintenance

RECEPTIONIST

HATCHER LAW GROUP P.C. | JULY 2018 - MARCH 2019

- Answering incoming calls and transferring calls to the appropriate recipient, screening potential clients, and taking messages for the attorneys
- Entering attorney's billable time into QuickBooks Program and calculating billable- and non-billable hours daily
- Assembling monthly billing statements for the clients

EDUCATION

BACHELOR OF SCIENCE, MAJOR IN PSYCHOLOGY

UNIVERSITY OF NORTH CAROLINA CHARLOTTE |

2014 - 2018

ASSOCIATE DEGREE, GRAPHIC DESIGN

CENTRAL PEIDMONT COMMUNITY COLLEGE |

2020-2022 (IN-PROGRESS)

REFERENCES

MADDY THORN

MARKETING AND COMMUNITY OUTREACH COORDINATOR |

MCFARLAND CONSTRUCTION U.S.

CHRISTINE MELVIN

SENIOR ASSOCIATE ATTORNEY | HATCHER LAW GROUP P.C.

STEPHANIE SHERARD

PUBLIC HEALTH INVESTIGATOR | MECKLENBURG COUNTY

DEPARTMENT OF PUBLIC HEALTH