

Jennifer Wimpey

Paralegal / Customer Service

Cocoa, FL 32926

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Flexible motivated and organized Paralegal, detail oriented, team player, self-directed, focused and hard-working with strong ability to communicate effectively with technology and people.

Work Experience

Closing Coordinator

SourcePoint - Palm Bay, FL

August 2019 to June 2022

Answering inbound and outbound calls relating to closings and refinancing through Freedom Mortgage Company. Scheduled notaries with clients and explained all aspects of closing on refinances. Also, handled upset customers and deescalated any issues without having to transfer calls to supervisors.

Paralegal/Legal Assistant

Beachside Legal Services - Satellite Beach, FL

November 2016 to February 2018

Prepared Pleadings, Notice of Production from Non-Parties, subpoenas for medical records and employment records using HIPAA compliant forms, scheduled hearings and coordinated court-reporters for depositions. E-filing using electronic portal. Defense litigation work involving Geico, State Farm and Florida Farm Bureau.

Paralegal/Legal Assistant

Stephen M. Moon, P.A - Cocoa, FL

March 2013 to October 2016

Filed various pleadings with State and Federal Courts involving Maritime & Admiralty cases. Personal injury cases involving subrogation amounts, lien reductions, demands and settlement documents.

Caregiver/Personal Assistant

All in One Senior Daycare - Cocoa, FL

March 2015 to March 2016

Assist seniors with meal preparation, daily activities, assisting with facilities and dressing.

Paralegal Intern

Thomas Herbert, Esq - Cocoa, FL

February 2011 to February 2013

Bankruptcy, filing pleadings in federal court, helping clients gather information for credit counseling and taxes. Phones, scanning and filing.

Owner/Manager

Arnold Concrete & All Florida Concrete & Masonry - Cocoa, FL

January 2000 to January 2013

Scheduled bids/proposals, permitting and surveys and concrete. Scheduling pumps, attaining plans and engineering stamps. Ran all office operations including invoicing, scanning and billing. Handled all phases of construction from start to finish. Dealt with Builders, general liability, 1099s and worker's compensation exemptions.

Bartender and Server

Kings Duck Inn - Merritt Island, FL

June 1999 to July 2009

Greet and serve patrons in a full liquor bar and food service establishment. Collect money and accurately count back to customers. Clean and sell packaged goods.

Medical Secretary

Dr. Michael F. Pisano

April 1990 to February 1993

Carefully reviewed medical records for accuracy and completion as required by insurance companies. Followed all Federal and State Laws regarding guidelines for HIPAA/Release of Information and scheduled patient appointments.

Legal Assistant/Secretary

Ben Paul Siano - White Plains, NY

February 1989 to December 1991

Sets up files, received and filed legal documents for probate. Answered all calls, filings. Also, prepared closing checklists for property sales, review purchase offers, and analyze title documents.

Education

Associate in Science (AS) in Paralegal

Eastern Florida State College - Cocoa, FL

September 2011 to June 2014

2 year Program in Court Reporting

Simmons Vocational Arts - White Plains, NY

January 1989 to May 1991

High school diploma in Academic

Valley Stream High - Valley Stream, NY

June 1984 to April 1988

Skills

- TYPING (10+ years)
- Microsoft Office, Word, PowerPoint, Excel, Access, Outlook, Time Slips, Peachtree. (8 years)
- Scheduling (8 years)
- Billing (7 years)
- Filing

- Outlook
- Receptionist (10+ years)
- Westlaw
- Organizational Skills (7 years)
- Quickbooks (5 years)
- Lexis (3 years)
- Legal Research (3 years)
- Customer Service (10+ years)
- Food Service (10+ years)
- Mortgage Loan (3 years)
- Real Estate (5 years)
- Insurance Verification (3 years)
- Adobe Acrobat (7 years)
- HIPAA (5 years)
- Legal Drafting (6 years)
- Medical Records (5 years)
- Medical Billing (5 years)
- Medical Office Experience (5 years)
- Office Management (6 years)
- Troubleshooting
- Data entry
- Bartending (10+ years)
- Medical Scheduling
- Restaurant experience
- Serving (10+ years)
- Cash handling (10+ years)
- Guest services
- Medical terminology (8 years)
- Multi-line Phone Systems (10+ years)
- POS (10+ years)
- Transcription (4 years)
- Accounting (3 years)
- Computer Skills (10+ years)
- Clerical Experience (10+ years)
- Litigation (4 years)
- Communication Skills (10+ years)
- Florida Notary Public (8 years)
- Administrative experience (7 years)
- ICD-10

Awards

President's List

March 2011

Received President's list award two semesters. Also received Dean's list two semesters in a row. Volunteered at Keep Brevard Beautiful and many other community organizations.

Certifications and Licenses

ServSafe Food Handler

March 2022 to March 2025

Florida

ServSafe Alcohol

March 2022 to March 2025

Florida

TIPS Certified

August 2020 to August 2023

Alcohol (TIPS)

TABC Certified

Assessments

Receptionist/Administrative Assistant — Highly Proficient

November 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [Highly Proficient](#)

Bartending — Highly Proficient

May 2020

Understanding, pouring, and mixing drink orders

Full results: [Highly Proficient](#)

Work Style: Reliability — Expert

May 2020

Tendency to be dependable and come to work

Full results: [Expert](#)

Legal Skills — Highly Proficient

July 2019

Assisting practicing attorneys in the preparation for litigation proceedings

Full results: [Highly Proficient](#)

Work style: Conscientiousness — Highly Proficient

April 2019

Measures a candidate's tendency to be rule-abiding, well-organized, hard-working, confident, and think before acting.

Full results: [Highly Proficient](#)

Legal skills — Highly Proficient

July 2019

Assisting practicing attorneys in the preparation for litigation proceedings

Full results: [Highly Proficient](#)

Food service: Customer situations — Expert

June 2021

Ensuring customer satisfaction and prioritizing tasks in a food service setting

Full results: [Expert](#)

Customer service fit — Expert

April 2021

Measures the traits that are important for success for customer service roles

Full results: [Expert](#)

Customer focus & orientation — Expert

June 2021

Responding to customer situations with sensitivity

Full results: [Expert](#)

Bartender fit — Expert

May 2021

Measures the traits that are important for successful bartenders

Full results: [Expert](#)

Customer focus & orientation — Expert

June 2021

Responding to customer situations with sensitivity

Full results: [Expert](#)

Work style: Reliability — Highly Proficient

March 2020

Measures a candidate's tendency to be dependable and come to work.

Full results: [Highly Proficient](#)

Bartending — Highly Proficient

May 2020

Understanding, pouring, and mixing drink orders

Full results: [Highly Proficient](#)

Legal skills — Expert

January 2022

Supporting legal procedures, preparing documents, doing research, and collecting client information in a legal setting

Full results: [Expert](#)

Bartender fit — Expert

May 2021

Measures the traits that are important for successful bartenders

Full results: [Expert](#)

Bartending — Highly Proficient

May 2020

Understanding, pouring, and mixing drink orders

Full results: [Highly Proficient](#)

Legal skills — Expert

January 2022

Supporting legal procedures, preparing documents, doing research, and collecting client information in a legal setting

Full results: [Expert](#)

Work style: Reliability — Expert

April 2020

Tendency to be dependable and come to work

Full results: [Expert](#)

Food safety — Completed

April 2020

Proper food handling, storage, and equipment use for preventing the spread of foodborne illness.

Full results: [Completed](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Groups

Brevard Paralegal Association

March 2013 to Present

Attend meetings, continue legal education (CLE), meeting local attorneys and judges.

Additional Information

Professional Skills

Typing 65 wpm, Notary State of Florida, Microsoft Office, Word, Excel and Apple Software.