

JAY B. EVANS

██████████ Clarkston, GA 30021 • Phone: (██████████) ██████████-██████████ e-mail: jaybevans@yahoo.com

LEGAL CASE MANAGER

Paralegal / Legal Assistant / Legal Secretary / Office Manager / American Red Cross Disaster Relief Volunteer
Personal Manager Assistant / Office Coordinator / Staff Training / Logistics Coordinator / Accounting Payables &
Receivables / Mass Data Manager and Troubleshooting Researcher

"Over 25 Years of Dedicated Team Leadership and Logistics Coordinator"

Proactive experience in legal, administrative, and management positions. Expertise in building, revitalizing and optimizing the firm's financial and organizational infrastructure, mass data file systems, brochures, newsletters, central call center staffing, and marketing strategies establishing effective performance partnerships.

AREAS OF EXPERTISE

- Personal and Vehicular Injuries
- Civil, Criminal, and Trial Preparations
- Medical Malpractice and Workers' Compensation
- Adoption, Domestic and Family Cases
- Settlement Negotiations and Estate Planning
- Individual and Property Fraud Issues
- Bankruptcy and Foreclosure Matters
- Property and Real Estate Management

PERSONAL ACCOMPLISHMENTS

DEVELOPMENT INITIATIVES

- Negotiated Personal Injury Settlement Agreement for over \$50,000 within a boutique law firm, along with being instrumental in the finalization of medical liens, settlement demand packages, deposition and mediation schedulings, and on-site and home initial client intakes.
- Developed lasting relationships with medical physicians, rehabilitation treatment centers, facility personnel, federal, state, and county jurisdiction officials and staff members, insurance appraisers and adjusters, collection agents, bail bonding and probation officers, including other judicial and law enforcement officials..
- Developed and implemented organizational policy and procedure manuals, while establishing data and case file management tools.
- Managed over 100-file caseload, with 50 open cases involving employment, business agreements and contracts, incorporations, employer identification filings, sexual harassment complaints and labor disputes.
- Developed internship program between Spelman College and Channel 46 TV in Atlanta, Georgia, while creating promotional pitch to solicit peak involvement at scheduled event presentations and activities.
- Developed and coordinate Superman I and II Premieres in London, England and Washington, D.C. for staff members, entertainers, politicians and athletes.

TEAM-PLAYER INITIATIVES

- Developed a database into a membership criteria to promote participation, which included geographical locale breakdown of requirements, stipends, payments, goals, and deadlines.
- Wrote and published newsletters, brochures and marketing packages to publish awarded scholarships, announcements of employee/employment anniversaries, birthdays, placements/promotions, upcoming activities, business and employee accomplishments, ongoing/updating services, and mission goals.
- Promoted presentation seminars/workshops to enhance awareness and implementation of new/revised policies, practices, procedures, benefit packages, marketing and sales data, and personnel assignments.
- Facilitator of "7 Habits of Highly Effective People" seminars and supervised a staff of 20 workers.

CAREER HISTORY

Independent Contractor	Legal Assistant/Administrative Office Work (Atlanta, GA)	03/2008 - Present
Paralegal/Office Manager	Bozeman & Associates. (Atlanta, GA)	11/2005 - 03/2008
Senior Administrative Assistant	Spelman College (Atlanta, GA)	02/2002 - 11/2005
Legal Assistant/Office Manager	Hudson & Associates (Atlanta, GA)	01/1993 - 02/2002
Legal Assistant Contractor	Legal Assistant/Secretarial Office work (Atlanta, GA)	06/1989 - 01/1993
Personal/Executive Assistant	Joseph P. Kennedy, Jr. Fdn/Special Olympics (Wash, DC)	02/1980 - 02/1989

SKILLS

Gregg Shorthand, MS Office Suites/Word/Windows/Works, Windows Vista, PowerPoint, Excel, Banner, Outlook Internet Explorer, Netscape, Lexmark Image Writer, Adobe Acrobat, Adobe Photographer, STORIS Warehouse Tracker, Disaster Relief Operations Management Information System (DROMIS) Software, WP 9.0/8.0, Windows Publisher/Desktop Publishing, LexisNexis, LandTech, Westlaw/Westmate, QuickBooks/Pro, Peachtree Accounting, I-Manager, TimeMatters, WinZip, E-filing, E-Pay, Notary Public and typing 70.



CITY OF
FORESTPARK
— a city for every season —

**Application for Board or
Committee Appointment**

Eligibility

To be eligible to serve on most Boards and Committee you must qualify as a municipal elector, specifically:

- You must be 18 years of age and older;
- You must reside in the Municipality, or be an owner, tenant of land;
- You must not be prohibited from voting;
- You must be a United States Citizen

Do you meet the above qualification Yes No

Please indicate the Board/Committee which interest you:

DDA

Name:

JOANN (JAY) EVANS

Address:

[REDACTED], Forest Park, 30297

Telephone:

[REDACTED]

Email:

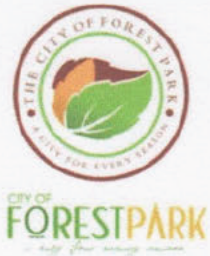
jaybevans@yahoo.com

Please list all skill sets that you would bring to this Board/Committee that would be an asset (you may attach a resume or letter of support for your application)

See Resume

Have you previously served on a Municipal Board or Committee? Yes No

Board/Committee Name	Years of Service



**Application for Board or
Committee Appointment**

Date of Birth	11.27.1956
Date	Signature
12.10.2024	<i>John Rainey</i>
E-mail Application to:	rrainey@forestparkga.gov