



Shay Pinckney

EXECUTIVE ASSISTANT

Experience

Colom and Brant Trial Attorneys | Legal Secretary **2017-current**

- Supervised Scheduling and Calendar
- Organize and keep file folders for cases
- Process Client payments
- Prepare Proper Documentation
- Utilize Mycase
- Update Case List

LVLXIII | Executive Assistant **2017-2017**

- Company Travel Itinerary (book flights and Hotel)
- Booking meetings and events
- Managing budgets
- Supervised company bill pay
- Daily Office Task

KB Creative Group | Production Assistant **2015-2017**

- Event Coordinate with Staff Supervisors
- Assist on production and filming
- Run Errands for needs of productions
- Provided scheduling/ Managed Time

Aspen Dental | Office Assistant **2015-2016**

- File and record documentation
- Insurance Verification
- Daily Office Tasks

ARG over GA | Receptionist **2014-2015**

- Check in Pt/Collect Balances
- Assist Practice Manager
- Composes letters, memorandum, develops charts, graphs
- Provided scheduling/ Managed Time

EXPRESS | Co Manager **2011-2015**

- Build Talent- develops and motivate associates
- Supporting all aspects of visual presentation
- Maintaining a selling focus in absence of store manager

Profile

Phone 470-234-4048

Email shayvisualcorp@gmail.com

Address Douglasville, Georgia

Education

West Ga Tech **2012-2014**

Business Admin
Retail Management

Skills

- organization
- communication
- Professionalism
- management
- scheduling
- data entry
- pre-planning
- analyse business

References

- DAMEON MITCHELL • - (404)-578-2183
- DAMIANA TRIMBLE • - (404)-934-2994
- K. RENEE SPEED • - (404)-731-3061
- BERNARD LOVE • - (470)-585-5885

