

# ANFEREE T. MILBURN

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Inspired Tech geek with experience in multiple Linux distribution, including Ubuntu and Debian. Working towards a college major in CS or Computer Engineering and a career in Software development or a similar tech field. Well-versed with computer applications like Microsoft Office Suite including Excel, Word, PowerPoint, Access and Outlook, Hands-on experience in drafting correspondences, email, memos and filing documents. Good understanding of grammar and excellent proofreading skills, Ability to make travel arrangements for stuff, and provide support to management as required, Strong business communication skills, dedicated team player with ability to coordinate with local and public authorities.

## EXPERIENCE

**FEBRUARY 2018 – PRESENT**

**LEGAL ASSISTANT, DORSEY LAW FIRM**

- Communicate with clients, gathering necessary documents and information to begin building a case.
- Conduct all initial research and provide information to the Lawyer.
- Manage all administrative responsibilities in the legal office.
- Draft the first copy of legal documents.
- Organize all legal documents in a confidential way.

**APRIL 2019 – JUNE 2020**

**LEGAL SECRETARY, FANNING LAW, LLS**

- Composed and proofread correspondence not subject to legal interpretation
- Proficiently transcribed audio recordings, ensuring 99.9%+ accuracy
- Coordinated and scheduled travel arrangements, appointments, and meetings, recording and tracking associated expense reports
- Recorded client billing transactions in management system, serving as point of contact for monthly invoice inquiries

## EDUCATION

**JUNE 2014**

**HIGH SCHOOL DIPLOMA, GREAT MILLS HIGH SCHOOL**

While attending Great Mills High school. I held a 3.2 GPA, as being a student athlete/captain of the varsity basketball team for two of the three years being on the team.

**AUGUST 2014 - AUGUST 2016**

**PITTSBURGH TECHNICAL COLLEGE**

I began my college year taking on the major in Business Administration. To where I held a GPA of 3.0. Earned 24 transferable credits.

## **SKILLS**

- Leadership
- Microsoft Excel/Office
- Communication
- Management
- Research
- Mathematics and scientific problem-solving
- Linux
- Presentations

## **ACTIVITIES**

During my K-12 days. I played three years on High School varsity basketball team, two of three being the captain of the team. 2019- Present Member in the Community Park& Rec Nicolet Basketball Association. Last 3 years I played for The Nicolet Lakers .We went to the finals 3 years running in win two of them. I also volunteer for 5k runs like Spartan, Color Blast 5k, and Juneteenth/ Three Oaks Shelter 5k run.