

# Amanda Gordon-Sandberg

East Peoria, IL 61611

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+1 309 360 0935

Authorized to work in the US for any employer

## Work Experience

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### **Registered Nurse (RN)**

UnityPoint Health - Peoria, IL

June 2021 to Present

### **CNA - Certified Nursing Assistant**

UnityPoint Health - Peoria, IL

December 2020 to June 2021

### **Executive Secretary**

Rotary Club of Peoria - Peoria, IL

April 2018 to December 2020

### **Legal Assistant**

Howard & Howard Attorneys PLLC

January 2012 to December 2016

Assist three attorneys in the areas of Mergers and Acquisitions, Regulatory, Corporate, Real Estate, Estate Planning and Labor and Employment litigation cases

Maintain calendars and schedules for attorneys

Prepare legal pleadings as directed by attorneys

Prepare legal discovery as directed by attorneys

Prepare government forms as required by the local, state and federal government

Prepare correspondence to clients

Experience with electronic court filing systems

### **Legal Assistant**

Hinshaw & Culbertson LLP - Peoria, IL

February 2011 to November 2011

Assist two attorneys in Workers' Compensation, Estate Planning and Medical Malpractice cases

Experience in Insurance Defense

Maintain calendars and schedules for attorneys

Prepare Subpoenas

Prepare legal pleadings as directed by attorneys

Research and request materials from legal libraries for case preparation

Handle Subrogation cases for the firm

Assist in the preparation of cases for trials

### **Paralegal**

Stenger & Stenger, P.C - Grand Rapids, MI

August 2009 to November 2010

Head paralegal for the state of Georgia

Research and ensure the firm's compliance with all Federal, State and Local laws as they pertain to collections in the state of Georgia

Assist in the implementation of litigation in the state of Georgia

Create all legal forms and draft all legal documents for the state of Georgia

Prepare cases for trial

Manage Assistant Paralegal for the state of Georgia

### **Senior Collections Paralegal**

The Hall Law Group - Peoria, IL

March 2008 to July 2009

Draft legal documents for all counties in Illinois

Prepare supporting documentation for trials

Responsible for the review and summary of each case for attorney

Maintain the firm's court calendar and scheduling

Handle client requests and status updates

Responsible for training new collection paralegals

### **Account Executive**

TimesNewspapers - Peoria, IL

November 2006 to November 2007

Maintain current advertising accounts

Provide exceptional customer service

Prospect new clients

Prepare and write proposals

Prepare and give presentations

Create marketing campaigns

Develop ad slogans and designs

## Education

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### **Bachelor of Arts in English**

University of Illinois - Urbana, IL

August 2007

### **Associate of Arts in Arts and Sciences**

Illinois Central College - East Peoria, IL

December 2003

## Skills

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- Microsoft Office (10+ years)
- Data Entry
- Front Desk
- Legal Drafting

- Nursing

## Certifications and Licenses

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### **RN License**

## Groups

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### **Sun Foundation**

December 2015 to Present

Board Member