

# Jessica L. Ferguson

Cabot, AR 72023

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## Education

**Bachelor of Science in Communications**, expected graduation March 2022

Minor in Marketing

Embry-Riddle Aeronautical University

GPA: 3.87

Alpha Sigma Lambda National Honor Society

Related coursework:

- Communication & Organizational Culture
- Environmental Communication
- Science & Technology Communication
- Aviation & Aerospace Communication
- Mass Communication Law & Ethics
- Newswriting & Reporting
- Media Relations I & II
- Technical Report Writing

**Associate in Applied Science in Admin Medical Office Technology**, 2012

Costal Alabama Community College

Phi Beta Lambda

## Experience

**Paralegal** (December 2018-Current)

Keech Law Firm, Little Rock, Arkansas

- Prepare and file motions, objections, orders and responses to various pleadings
- Organize and file bankruptcy petitions
- Enter client data into MyCase
- Prepare clients for appointments and court dates
- Pull Credit Reports, DMV Records, and Tax Transcripts
- Work with attorneys to resolve client complaints
- Organize and maintain multiple attorney calendars
- Prepare mailings and handle incoming calls
- Notarize documents such as affidavits and deeds

**Remarketing Specialist II** (March 2016 – December 2018)

Ally Financial, Non-Default Dealer Buyout, Little Rock, Arkansas

- Prepare and manage lease purchases by dealerships across the US

- Co-creator of the Lessee Reduced Purchase Price Program
- Co-creator of the Dealership Buyer's Order Realignment

**Remarketing Specialist I** (October 2014 – March 2016)

Ally Financial, Non-Default Inventory Control, Little Rock, Arkansas

- Prepare and manage lease-returned inventory across the US
- Train new-hires
- Co-creator of the Non-Default Inventory Control Management System
- Manage the Geographic Optimization Program in Michigan and the expansion of the Geographic Optimization Program to the East Coast

**Skills**

- Notary Public
- Proficient in:
  - Microsoft Office Suite
  - Google Suite
  - Adobe Suite
  - BestCase
  - MyCase
  - Time Matters
  - Bates Labeling software
  - PACER/ECF
  - Arkansas E-flex filing system
  - Certificate of Service
  - Chapter 13 Network
  - Lexis Nexis
  - Dropbox
  - ShareFile
  - Zoom

Personal and Professional References Available