

Credentials & Professional Development



LEGAL & NOTARY CREDENTIALS

- Texas Commissioned Notary Public
 - State of Texas | Active Commission
 - Remote Online Notarization | Active Commission
- University of Texas at San Antonio
 - Paralegal Certificate Program, in progress
- Certified Notary Trust Delivery Agent

APPLIED SKILLS & TOOLS

- Legal writing and document organization
- Business correspondence and client communication
- Microsoft Word, Excel, PowerPoint, and Canva
- JotForm intake forms and workflow support
- Qualtrics survey reporting and data summaries
- Basic Power BI dashboard development

LEADERSHIP & ORGANIZATIONAL DEVELOPMENT

- Project Management Professional (PMP)® Credential
- John Maxwell Leadership Program
- HR/OD Consultant Certificate
- Organizational development and facilitation experience

PROFESSIONAL STANDARDS & CLIENT SERVICE

- Confidentiality and professional discretion
- Detail-oriented document handling
- Client intake and communication support
- Deadline awareness and follow-through
- Organized records and workflow management
- Service-focused support for attorneys, businesses, and clients