Alexa Turner
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Education

University Of Tampa Tampa, FL
Business Management ,Pre-law. GPA [3.79] 2020- 2024

St. Petersburg College St. Petersburg, FL
Paralegal Certificate 2024-2025

St. Mary's Lynn Lynn, MA
National Honors Society May, 2020

Experience

Morrissey Sweeney LLC Boston, MA
Legal Assistant June 2017 – August 2024

- Efficiently filed documents in Superior/Probate Courts and recorded plans in Land Court and Registry of Deeds, ensuring compliance with all procedural requirements.
- Drafted, edited, and revised legal documents, including pleadings, motions, and correspondence, with meticulous attention to detail.
- Organized and maintained legal files and court books, facilitating easy access to case information, and ensuring accurate record-keeping.
- Conducted thorough legal research to support case preparation and strategy, utilizing online databases and legal resources effectively.

Turner's Seafood Grille Melrose, MA
Bartender/Server July 2016 – August 2024

- Provided excellent customer service to a steady stream of customers, creating a pleasant and inviting atmosphere.
- Demonstrated a high level of product knowledge, providing customers with detailed descriptions of products and drink recipes.
- Maintained accurate and up-to-date records of inventory, ordering more stock as needed.

Seasons 52 Tampa, FL
Bartender/Server Jan 2023-July2023

- Expertly managed a diverse selection of wines, providing personalized recommendations to enhance the dining experience and boost wine sales by 20%.
- Efficiently handled high-volume service, ensuring timely and accurate order delivery while maintaining exceptional customer satisfaction.
- Conducted wine tastings and educational sessions for guests, increasing their knowledge and appreciation of various wine regions and varietals.

Certifications

- TIPS Certified