

MARY ANN SHEVCHIK

2180 Brewster Drive, #1012, Myrtle Beach, South Carolina 29577

661-713-4063

shevchik@sbcglobal.net

Executive Assistant
Administrative Assistant - Legal Assistant/Secretary

*Appointment Scheduling – Travel Arrangements – Meeting Coordination – Document Creation
Response to Subpoena Requests - Travel & Expense Reports – High Volume Phone Calls
Special Projects – Process Invoices for Payment – Payroll Time Entry – Personnel Matters
Office Supplies – Extensive Computer Skills - Confidentiality*

Dependable professional with more than 25 years experience in providing effective and comprehensive support to senior executives, including Assistant Attorney General, Associate General Counsel, Vice-President, Directors and Attorneys. Possesses the highest degree of integrity, supported by a flawless record of maintaining confidentiality. Adaptable to changing situations, flexible working hours and handling personnel matters for Executives. Displays a remarkable personality and team player attitude.

Professional Experience

AVELO MORTGAGE, LLC, Irving, Texas
(A Goldman Sachs Company)

July, 2007 - Present

Executive Assistant – Legal Department

- Oversee calendars, including personal and professional events, for Vice-President- Associate General Counsel and Director of Legal Services
- Make all senior executive and department employee travel arrangements and prepare expense reports to coincide with travel expenses
- Screen company calls and incoming mail
- Prepare written and electronic correspondence; maintain phone and file logs
- Maintain client contact list for mailing and communication purposes
- Print mortgage documents for legal matters and handle all Subpoena requests which include obtaining file from storage, compiling documents requested, and drafting correspondence to complete subpoena request for delivery
- Process Outside Counsel Invoices for Payment
- Enter employee hours into Time Entry system for Department

NATIONSTAR MORTGAGE, Lewisville, Texas

Jan. 2007 - June, 2007

Legal Administrative Assistant

- Legal Administrative Assistant to two attorneys in the Legal Department.
- Routing of daily incoming correspondence, e-mails and phone calls
- Made travel arrangements when needed for assigned attorneys
- Faxing, copying and scanning documents for review and distribution to other departments
- Handled all Subpoena requests which included requesting file from storage, compiling documents requested for review by attorney, and drafting correspondence and invoice for payment to complete subpoena delivery.
- Oversaw calendar and coordinated appointments
- Pulled files each day for attorney's review and update.
- Kept daily calendar for each attorney
- Ordered supplies for the department

LOUIS J. ESBIN, ESQ., Valencia, California

Aug. 2004 – Sept. 2006

Legal Administrative Assistant

- Legal Assistant to a sole Attorney practicing Bankruptcy Law, Business Law and Consumer Law.
- Oversaw calendar and coordinated appointments
- Filing and service of pleadings with both Superior Court and Bankruptcy Court
- Follow-up with clients for documents needed to be sure their case was processed according to the court direction
- Dealing with clients and attorneys, both by phone and in person, to assist them in their needs
- Faxing, copying, and stamping of outgoing mail, all with a manual log tracking system for billing purposes
- Kept manual logs of both incoming funds to the attorney, and for the payment of outgoing monthly utility costs
- Ordered all supplies for office

OFFICE OF THE NEW JERSEY
ATTORNEY GENERAL, *Trenton, New Jersey*

Nov. 1988 – Dec. 2003

Executive Administrative Assistant

- Executive Administrative Assistant on the Attorney General's Executive Staff for an Assistant Attorney General and Executive Assistant whose primary responsibilities were to deal with issues of Homeland Security. Both were on the New Jersey Domestic Security Preparedness Task Force and reported directly to the Attorney General
- I was responsible for scheduling a bi-monthly Task Force meeting with the Governor, Attorney General, Cabinet members and high level officials to be briefed on Homeland Security issues
- Handled all scheduling, set-up, material hand-outs and welcoming/sign-in
- The taking and typing of minutes
- Oversaw calendar and coordinated daily appointments
- Made senior executive travel arrangements and prepared expense reports to coincide with travel expenses
- Screened company calls and incoming mail
- Prepared written and electronic correspondence; maintained phone and file logs
- Dictation, typing, faxing, scanning and filing
- Entered employee attendance and their time into a computerized system for bi-weekly payroll
- Also provided assistance to an additional Assistant Attorney General on the Attorney General's Executive Staff when their administrative assistant was out of the office
- In times of need, I was called upon to provide administrative assistance to the Attorney General, First Assistant Attorney General and Executive Assistant Attorney General

Computer Skills

- **Microsoft Office Word 2007**
- **Microsoft Office Excel 2007**
- **Microsoft Office PowerPoint 2007**
- **Microsoft Office Visio 2007**
- **Microsoft Office Outlook 2007**

References:

Anthony Villani – 214-202-6911

Denise Steele – 214-455-5688

Pamela Kirk – 817-899-0530

Pattie Harvey – 609-387-5705