

# Karen Y. Weaver

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## Education

### **Jacksonville University, Jacksonville, Florida**

Master of Science, Educational Leadership  
April, 2019

### **University of North Florida, Jacksonville, Florida**

Paralegal Certification 2008

### **Shippensburg University, Shippensburg, Pennsylvania**

Bachelor of Arts in Communication/Journalism, May 1993.

Major: Public Relations

Minor: Government

Dean's List

## Employment

### **Jacksonville University**

#### ***Deputy Registrar***

#### ***Academic Support Center***

*11/2018-present*

Key responsibilities:

- Transfer Credit Evaluations
- NCAA Athletic Academic Compliance
- Schedule creation
- Managing communication to students and faculty
- Assist in developing new ERP system
- Record retention
- Degree evaluation

### **Jacksonville University**

#### ***Administrative Assistant***

#### ***Academic Support Center***

Key responsibilities:

- Administrative Assistant to the Director, assisting with:
  - First Year Experience Courses
  - Common Reading Program
  - Academic Misconduct and Academic Intervention
- Assist in the day to day running of the Tutoring Center
- Hiring, daily management and timekeeping of tutor center staff
- Use database to generate maintain information and generate reports
- Create and update all forms
- File management

### **Law Offices of Matthew Y. Harris, PLLC**

#### ***Virtual Bankruptcy Paralegal***

*03/2008-present*

Key Responsibilities:

- Prepare and file Chapter 7 and Chapter 13 petitions
- Prepare and file Motions, Notices and Orders
- Manage electronic filings and scheduling

**Jacksonville Area Legal Aid, Inc.**  
**Administrative Legal Assistant/Paralegal**  
01/2006-11/2016

Key responsibilities:

- Administrative Assistant to the Executive Director
- Client meetings, drafting documents, scheduling and maintaining case lists
- Correspondence including letters, notices and complaints
- Use database to generate maintain client information and generate reports
- Grant administration and reporting
- Client intake interviewing and screening

**Recruitmax, Inc.**  
**Sales Support Administrator**  
04/2005-12/2005

Key responsibilities:

- Proposal writer
- Update and design marketing materials
- Work closely with sales team to provide client information

**Acsis, Inc.**  
**Hardware Account Representative**  
03/2004-06/2004

Key responsibilities:

- Created proposals and presentations
- Sales of hardware, software and media for installed client
- Expanding sales territory with a focus on new customers.
- Responsible for maintaining **100% customer satisfaction** through on-going communication and support

**Information & Computing Services**  
**Sales Team Administrator**  
01/1999-03/2004

Key responsibilities:

- Created proposals, presentations and documentation
- Work closely with partners on proposals and projects
- Input on marketing materials for product packages
- Maintained client database and order history
- Inside sales of hardware, software and media for
- International installed client base of over 150 customers
- Sales team support for up to six account executives
- Main point of contact for clients when account executives were unavailable

**Logical Business Systems**  
**Marketing Coordinator**  
01/1997-12/1998

Key responsibilities:

- Coordinate the efforts of the sales team
- Responsible for creating all brochures, newsletters and flyers
- In charge of all direct mail campaigns

**Lighting & Lamp Wholesalers, Inc.**  
**Marketing Assistant**  
03/1996-11/1996

Key responsibilities:

- Assist the Marketing Manager in all advertising and marketing concerns
- Create all brochures, newsletters and flyers
- Responsible for all company correspondence and travel arrangements

**Raymond James and Associates**  
***Committing Assistant***

07/1995-01/1996

Key responsibilities:

- Assisted in bidding on the purchase of Municipal Bonds
- Responsible for keeping an updated schedule and history of all bids

**Raymond James and Associates**  
***Special Projects Coordinator***

08/1993-07/1995

Key responsibilities:

- Created brochures, booklets, newsletters and sales ads
- Responsible for designing electronic and overhead presentations for seminars and road shows
- Conducted in-house training sessions on several software programs
- Wrote and designed manuals for several company specific programs
- Coordinated and maintained a large annuity networking program

**Software  
Knowledge**

Microsoft Office (Word, Excel, Powerpoint, Access, Outlook)

Mac Products (Pages, Numbers, Keynote)

Legal Server database software

Best Case Bankruptcy Software

Next Chapter Bankruptcy Software

Publisher

Adobe

CM/ECF