

Brittany Elyse Schlosser
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• Education and Achievements •

High School Diploma June 2015
Plymouth South High School, Plymouth, MA
Cumulative Grade Point Average: 3.5

Bachelor's Degree in Criminal Justice with a Minor in Psychology May 2019
Western New England University, Springfield, MA
Cumulative Grade Point Average: 3.359

- Dean's Scholar: 4 years, Presidents Scholar: 1 year

• Proficiency •

- Excellent written and verbal communication skills
- Strong organization and time management skills
- Quickly grasps issues and solves problems
- Works well under pressure
- Meets all deadlines
- Team oriented
- Microsoft Word, Excel, PowerPoint, 365, QuickBooks, filing and online research

• Work Experience •

Legal Assistant/Paralegal 2019 – Present
Law Offices of Quinn, Correa, & Gaynor, P.C. (Part Time Position)

- Assisted in drafting legal documents and conducting legal research
- Produced reports, payroll, and maintained financial filing through the use of QuickBooks
- Tailored and verified appointments and correspondence through Microsoft Office 365

Law Librarian/Circulation Desk 2016 – 2019
Western New England Law Library

- Responded to patron requests for materials and aiding to their struggles around the library
- Cataloged law materials, including books, electronic and audiovisual resources, to ensure accuracy for library patrons and employees

Assistant Accountant / Bookkeeper 2015 - 2018
Cape and Islands Kitchens

- Coordinated weekly payroll, invoicing and receivables for accounts in QuickBooks
- Ensured that all payments were accounted for and properly posted
- Generated monthly reports and prepared reports and other information required by the external Accountant.

• Community Involvement •

The National Society of Leadership and Success 2016 – Present

- Selected by campus administration to participate among top students in a leadership program
- Trained in leadership and success skills, participated in seminars, as well as involvement in networking teams

Class of 2019 Council 2015-2019

- Planned and coordinated events around campus as well as volunteer work and leadership programs
- Was an E-Board planner for multiple main campus events