

Queshia Harris

Experienced admin/clerical; legal assistant - Norcross, United States

W: <http://www.worky.com/queshia-harris>

Queshia Harris's Professional Experience

2011 - Present **Mcdonalds - cashier and store assistant**

cash handling, clean, stock

2007 - 2009 **Stillman Law Office - Service Admin**

Answer phones, data entry, status updates, process legal documents

Key Skills data, Microsoft office, great typing skills

2006 - 2008 **Baxter Law Office - Legal Assistant**

Answer multiple lines, data entry, process legal documents, wage/bank garnishments

Key Skills data, Microsoft office, great typing skills, customer service

Queshia Harris's Education and Qualifications

2011 **Diploma - Medical Billing/Coding**

Atlanta Technical College
