

ALEXIS (“LEXI”) BASKIN PERLMUTTER

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SUMMARY OF QUALIFICATIONS

- Proficient in Microsoft Office Suite (Access, Excel, Outlook, PowerPoint, Word).
- Advanced word processing abilities (tables, spreadsheets, hyperlinks, headers/footers).
- Veteran transcriptionist with a 75+ wpm typing speed.
- Database experienced (including FileSite/iManage).
- Excellent written communication skills, ability to draft correspondence, memoranda.
- Can perform in both Windows and Mac environments.
- Strong interpersonal skills.
- Extensive services industry experience in dealing with clients and customers.
- Quick learner, whether new software programs or office procedures.
- Adept multitasker, meticulous organizer, exemplary time manager.
- Detail-oriented self-starter, works effectively independently or on teams.

PROFESSIONAL EXPERIENCE

SELF-EMPLOYED PROPERTY MANAGER: San Francisco/ Brooklyn. Facilitate advertisement of units and tenant screenings, negotiate lease terms, collect deposits, monthly rents, maintain books, handle late pays, address tenant complaints, coordinate vendors and repairs, interact with homeowner associations, oversee maintenance/landscaping, enforce rules of occupancy, coordinate property tax protests/payments.	7/17 to present
PROJECT TEAM SPECIALIST: DLA Piper LLP (US)—San Francisco. Varied secretarial and legal duties including state/federal/administrative court filings, court calendaring, travel arrangements, time entry, expense reports, document summaries, plus a three months' exclusive assignment (per a senior partner's request) to a trial team.	7/15 to 6/17
LITIGATION SECRETARY: San Francisco City Attorney's Office. Supported three attorneys with heavy correspondence, calendaring, discovery, and court filing duties, including high profile cases, complex litigation and appellate practices.	12/13 to 12/14
LITIGATION SECRETARY: Littler Mendelson, P.C.—San Francisco. Supported increasingly senior attorneys (always by attorney request) with administrative workloads and California, out-of-state, federal, DFEH, and Workers Compensation cases.	7/09 to 8/13

EDUCATION

B.A. in English, University of Texas, Austin, Texas (4.0 G.P.A.)

M.F.A. in Nonfiction & Literature, Bennington College, Bennington, Vermont

REFERENCES

Jennifer Beckey, Regional Office Administrator, DLA Piper, San Diego
jennifer.beckey@dlapiper.com—(858) 518-0859

Lucas Munoz, Senior Counsel, Lyft, San Francisco
lmunoz@lyft.com—(415) 836-2529

Angela Rafoth, Shareholder, Littler Mendelson, San Francisco
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