

# James Kennedy

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## RECENT EXPERIENCE:

*Patient Service Specialist* | Vanderbilt Medical Center | Jan. 2017-present

- Answer incoming calls, schedule appointments with patients and referring offices
- Request patient's medical records for review and maintain daily departmental data updates
- Serve as a main contact for physicians within the department

*Event Coordinator* | Grow the Scene | August 2016-November 2016

- Acted as onsite liaison between booking agents, venues and artists during local showcases
- Established run-of-show, coordinated schedules with sound technician and band check-in area
- Administered financial transactions for band ticketing, payout and venue deposits

*Legal Assistant* | Wirbicki Law Group | May 2016-September 2016

- Streamlined efforts of in-house attorneys presenting foreclosure cases in circuit courts across IL as the Judgment Coordinator between 20+ clients and homeowners
- Updated internal system with court results, provided results to clients and requested court hearing fees
- Followed strict deadlines on Judgment hearings and provided in-house attorneys with an updated summary about important documents for their weekly hearings

*Dog Walker* | Little Paws Dog Walking | June 2015-May 2016

- Ensured safety of client's pets during each visit as well as the security of their home from arrival to exit
- Provided client's detailed reports of each walk with photos and answered any inquiries related to the service
- Managed own schedule via email and PetCheck app

*Legal Assistant* | Pierce & Associates | Oct 2010 – June 2015

- Drafted legal documents for in-house attorneys which included briefs, pleadings, motions, affidavits and legal correspondence
- Filed pleadings with court clerk and updated our internal database for each case
- Prepared for trial by performing tasks such as organizing exhibits and reviewing previous court results

## EDUCATION:

MISSOURI STATE UNIVERSITY | Sept. 2004-May 2005

## ADDITIONAL SKILLS:

Proficient in Microsoft, Apple & Windows applications (Word, Excel & PowerPoint); billing, invoicing & inventory experience; managerial background; reliable and friendly customer service expert

**REFERENCES AVAILABLE UPON REQUEST**