

# Joseph Paul Silvey

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## WORK EXPERIENCE

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**Hill, Hill, Carter, Franco, Cole & Black, P.C.**

**Montgomery, AL USA**

*Accounting Analyst*

October 2011 – Present

- Work directly under the company Controller in order to ensure financial integrity, accuracy and growth. Experienced in the following tasks:
  - Financial Planning, Budgeting and Reporting
  - Prepare Weekly Financial Analysis of Firm's Financials for Shareholders
  - Re-Engineered Business Strategy with Increased Billing and Receivable Results
  - Cash, Accrual and Trust Accounting Experience

**Hill, Hill, Carter, Franco, Cole & Black, P.C.**

**Montgomery, AL USA**

*Paralegal*

February 2011 – Present

- Assist multiple partners in the firm, from inception to judgment, with voluminous cases by completing the following tasks:
  - Plan, Research, Analyze and Manage Case Files
  - Collaborate with Associates and other Paralegals to Develop Case Strategy

**Hill, Hill, Carter, Franco, Cole & Black, P.C.**

**Montgomery, AL USA**

*Legal Runner*

October 2010 – February 2011

- Worked within the firm to carry out following responsibilities:
  - Ordering, Organizing and Maintaining Supplies
  - Court and Business Purpose Deliveries

## EDUCATION

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**Auburn University Montgomery**

**Montgomery, AL USA**

*Bachelor of Science in Finance*

Expected July 2013

- **Major GPA:** 3.4/4.0
- **Relevant Coursework:** Accounting, Statistics, Investments, Economics, Insurance & Banking

**Jacksonville State University**

**Jacksonville, AL USA**

*Paralegal Studies Certification*

June 2011

- **Relevant Coursework:** Business Law, Legal Research & Litigation Techniques

## SKILLS, ACTIVITIES & INTERESTS

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**Certifications & Training:** Paralegal Certification

**Activities:** Student Investment Club, Accounting Club & Economics Club

**Interests:** Fly Fishing, Bird Hunting, Reading & Hiking

**Accomplishments:** University of Alabama Football 2007 & 2008, University of South Alabama 2009