

Joseph Paul Silvey

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WORK EXPERIENCE

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

Accounting Analyst

Montgomery, AL USA

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.

Paralegal

Montgomery, AL USA

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.

Legal Runner

Montgomery, AL USA

October 2010 – February 2011

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

EDUCATION

Auburn University Montgomery

Bachelor of Science in Finance

Montgomery, AL USA

Expected July 2013

- **Major GPA:** 3.4/4.0

- **Relevant Coursework:** Accounting, Statistics, Investments, Economics, Insurance & Banking

Jacksonville State University

Paralegal Studies Certification

Jacksonville, AL USA

June 2011

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

SKILLS, ACTIVITIES & INTERESTS

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