

Neida L. Mendoza

2201 Boca Raton
Mesquite, Texas 75150
(972) 803 -7005

Neida.mendoza@aggienetwork.com

Ability to work in the U.S.

Objective

Experienced Specialist with a demonstrated history of working in the health care and legal industry. Skilled in Management, Legal Research, Editing, Contract Establishment, Payroll, and Benefits. Strong professional with a English Lit. and Sociology major focused in Pre-Law Studies from Texas A&M University. Seeking a position that encourages skills involving critical thinking, complex problem solving and efficient decision making.

Education

Texas A&M University (Class of 2018)- BA English/ Sociology
~College Station, TX

North Mesquite High School (Class of 2014)- Honors
~Mesquite, TX

Skills

- Detail- oriented
- Strong written and verbal communication
- Complex organization
- Transcription and proofreading experience
- 75 wpm, 10-key
- 10 + years experience with Microsoft Office Suite Software e.g. Windows 10, Excel, Word, PowerPoint, Publisher, Outlook, and Access
- EmWorks/ EmTime
- Oracle
- E-Verify Permissions
- TreeHouse Reporting System
- Kronos Workforce Central
- 1+ years establishing contracts
- 1+ years of payroll experience
- 1+ years of benefits experience
- 5 + years using online appointment scheduling software for a 10-people law firm
- Assist partners with research and gathering of legal documents
- Creating documents and forms that align with industry standards
- 2+ years experience in Immigration processes
 - I-130, G-28, I-130a, I-864, Waiver petitions, etc.
 - Court hearings

Languages

- English (Read, Write, Speak)

- Spanish (Read, Write, Speak)
- ASL

Professional Experience

July 2018-Present

Envision Physician Services/Sheridan/QuestCare- Dallas, TX
Clinical Support Services Specialist (Contracts, Payroll/ Benefits, Enrollment)

Summer 2017

Ting and Tran Law Firm- Dallas, TX
Legal Internship

Summer 2014

Mesquite ISD- Mesquite, TX
Peer Advisor & Tutor

2011- 2013, Summer 2015, Summer 2016

A-Men Glass/ Mirror- Mesquite, TX
Receptionist, Clerical Work, Business Advertisement, Invoicing, Optional Errands

Seasonal Tutor

Mesquite, TX
Beginners Violin, Sign Language / Spanish, English & Language Arts

Professional References

Ronald Jackson, CPC (Previous Employer)
ronald.jackson@emcare.com

John Ting, Esq (Previous Employer)
John@johntinglaw.com

Robert Temple, MBA (Professor)
(214) 226-2825