

Michelle Leismer

Pontiac, MI 48341

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248.860.8669

To obtain a Bachelors Degree in the Mortuary Science program and begin a career in the funeral service industry in order to assist grieving families with compassion and professionalism

Work Experience

Funeral Assistant

Charles Step Funeral Home - Charter Township of Redford, MI

July 2019 to Present

Assist families and guests during visitations; Assist with embalmings; Data entry of decedent's information for upcoming funeral/memorial service; Answer phone and retrieve information; Assist in organizing and setting up for service; Assist in cleaning after a service

Legal Secretary

Children & Youth Services Division - Detroit, MI

August 2015 to Present

Michigan Department of Attorney General 3030 W. Grand Blvd., Ste. 10-200

Detroit, MI 48226

August 2015 - Current

Data entry into Legal Files Web-based program; Entry of attorney's calendars and notes for upcoming court proceedings; Format and file court pleadings; Answers telephone calls and relays messages to attorneys; Print important court documents and database information for attorneys; Prepare court dockets for attorneys upcoming court proceedings; Filing of court documents; Prepare subpoenas to retrieve certified records and/or for witnesses to appear at court; Email/mail/fax important documents to DHHS workers and attorneys; Process DVDs containing pertinent case information; Format and electronically-file appellate brief to local court.

Legal Secretary-Appellate Division

Oakland County Prosecutor's Office - Pontiac, MI

October 2000 to August 2015

Produces information by formatting and copying pleadings, including criminal and parental termination cases. Conserves attorneys' time by typing, faxing, copying and emailing memorandums and correspondences. Answers telephone calls and retrieves messages for attorneys. Prepares briefs and pleadings to be filed in the Michigan Supreme Court, Court of Appeals and Circuit Court. Electronically file pleadings to Court of Appeals and Circuit Court. Organize and maintain case files

Education

Mortuary Science

Wayne State University - Detroit, MI

August 2016 to July 2020

Associate of Arts in Criminal Justice

Axia College-University of Phoenix - Phoenix, AZ

June 2010

Oakland Community College

Skills

Microsoft Word, Outlook, PowerPoint

Certifications/Licenses

NFDA Certified Cremation Services Provider

March 2019 to Present

Additional Information

Funeral service is a passion of mine and I have worked extremely hard to be accepted in Wayne State's fine Mortuary Science Program and am striving to do my best to have a career in this important field.