

**RÉSUMÉ  
OF  
COURTNEY L. JACKSON  
LEGAL AND DOCUMENT ASSISTANT**



**THE HOLT GROUP LLC**  
Attorneys & Counselors at Law  
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Denver, Colorado 80202

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**AREAS OF SPECIALIZED KNOWLEDGE:**

Providing legal and document support to the Firm's construction industry clients, including owners, contractors, architects, engineers and other design professionals involved in business and construction disputes.

**SPECIFIC EMPLOYMENT HISTORY:**

- 9/2019 – Present      **Legal and Document Assistant**, The Holt Group LLC, Denver, Colorado  
Work with Firm's staff in all stages of complex commercial and construction matters including: calendar and scheduling coordination, telephone support, document assistance, document proofing, file management and trial preparation.
- 10/2017 – 9/2019      **Administrative Assistant**, The Holt Group LLC, Denver, Colorado  
Work with Firm's staff to provide administrative support including: calendar and scheduling coordination, telephone support, document proofing and file management.
- 6/2012 – 6/2017      **Receptionist/Legal Assistant**, Foster-Morales Sockel-Stone, LLC, Miami, Florida  
Worked with Firm's staff to provide administrative support including: calendar and scheduling coordination, telephone support, document proofing and file management, e-filing with the Miami-Dade Courts, hearing and trial preparation.

**SKILLS AND QUALIFICATIONS:**

Advanced use of Microsoft Outlook and Word. Proficient with Microsoft Excel, PowerPoint, internet functionality and Tabs3 time and billing software.

**EDUCATION:**

Associate of Arts, 2009, Tallahassee Community College, Tallahassee, Florida.