



# John Vu

## Legal Assistant I Case Processing

Fullerton, California (Orange County, California Area) | Accounting

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### John Vu's Overview

Current	<b>Legal Assistant I Case Processing at Granite Law California, LLP.</b>
Past	Store Reset Specialist - Seasonal at Premier Workforce Inc. Technical Support Specialist at CarZ Services LLC Line worker - Seasonal at Netcom Services
Education	California State University-Fullerton
Connections	<b>4 connections</b>
Websites	Personal Website

### John Vu's Experience

#### Legal Assistant I Case Processing

##### Granite Law California, LLP.

January 2013 – Present (3 months) | Irvine, CA

- Legal Processing of foreclosure proceedings with borrower's financial documents in order to effectively modify loans.
- Auditing financial information and documentation to put clientele in a preferred position for lender review.
- Keeping close relations with clients and lenders' customer relations managers to ensure a smooth modification process.

#### Store Reset Specialist - Seasonal

##### Premier Workforce Inc.

May 2012 – August 2012 (4 months) | Southern California

- Effectively communicated with team members and store managers to improve the implementation of standard operating procedures.
- Trained and supervised newly hired employees.
- Worked with team members to efficiently audit and reset stores to maximize merchandise visibility.
- Prioritized tasks to effectively manage time and produce accelerated results by 40%.

#### Technical Support Specialist

##### CarZ Services LLC

Internet industry

August 2010 – August 2012 (2 years 1 month) | Long Beach, CA

- Obtained general understanding of company applications and services in order to answer customer inquiries and provide product use.
- Dealt with application testing in order to become more familiar with the product and help debug minor glitches.
- Worked with other technical support members in managing product knowledge base to improve the quality of customer service.
- Working knowledge of balance sheets and ability to calculate figures and amounts such as discounts, interest, proportions, percentage area, circumference, and volume.

#### Line worker - Seasonal

##### Netcom Services

June 2010 – August 2010 (3 months) | Stanton - Chino Hills, CA

- Kept inventory and also packing and shipping merchandise; to ensure that all of client's merchandise are accurate and then ready to be shipped out to retailers.
- Communicating with Non-English speaking workers to improve productivity and morale.
- Performed merchandise quality control so the product is up to the client's standards.
- Worked at a constant quick and thorough pace to meet or go beyond client set quotas.

### John Vu's Skills & Expertise

- Customer Service
- Store Management
- Time Management
- Management
- Retail

### John Vu's Education

#### California State University-Fullerton

Bachelor's degree, Business Administration and Management, General

### John Vu's Additional Information

Websites: 

- Personal Website

Interests: Swimming, snowboarding, hiking, cycling, new technologies

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