

Whitney Higginbotham

(843) 503-4384 ♦ whitneylace@gmail.com

Profile

Motivated, personable professional with a Bachelor of Arts Degree from Coastal Carolina University in Political Science and Pre-Law. I have a talent for quickly mastering new technology. I have been described as diplomatic and tactful with professionals and non-professionals at all levels. I am accustomed to handling sensitive, and chaotic situations and managing a mediocre staff. I've demonstrated a dedication to everything I do including academics, work, volunteering, sports, and extra-curricular clubs and activities.

Flexible and versatile – I am able to maintain a sense of humor under pressure. I remain poised and competent with demonstrated ability to easily transcend cultural differences. Thriving in deadline-driven environments I have excelled and developed excellent team-building skills.

Skills Summary

- ♦ Project Management
- ♦ General Office Skills
- ♦ Customer Service
- ♦ Social Media Marketing
- ♦ Court Correspondance
- ♦ Scheduling
- ♦ Marketing & Sales
- ♦ Public Speaking
- ♦ Notary Public
- ♦ Professional Presentations
- ♦ Brief Payroll Skills
- ♦ Understanding of the South Carolina and Federal legal environment

Experience

CUSTOMER SERVICE/MARKETING/PROBLEM SOLVING

- I have helped numerous businesses with their marketing via email and social media: both legal offices and other offices as well.
- Helped develop and implement strategic marketing plans, schedules, and rules and regulations for various companies.
- Ensured customers were always happy, and if not I learned to handle it in a tactful, “customer comes first” attitude.

DETAIL MASTERY & ORGANIZATION

- Manage all aspects of day-to-day operations as a Paralegal
- Maintained working relationships with clients and various clerks' offices
- Built cases and organized files for an array of legal areas such as but not limited to:
 - Criminal cases including: Driving under the influence, Assault and Battery, Domestic Violence, Juvenile crimes , Simple Possession, and Minor in Possession of Alcohol
 - Civil Cases: Motor Vehicle Accidents, Dram Shop suits, & Personal Injury suits
 - Estate Planning: Wills, Powers of Attorney, and Probate Court
 - Traffic Offenses
- Compliance with all state regulations regarding the safety of employee and quality of products built at Geo Toad Manufacturer.

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Employment History

- Gustafson Law Firm – Paralegal - March 2015 - Currently
- Females Aiding Through Mentorship (Non-Profit)–Board Member - May 2015 – Currently
- Senor Frogs Broadway at the Beach, Myrtle Beach – Bartender - December 2014
- Horry County Teen and Infant Shelter 2011-2013 (Voluntary Basis)
- Geo Toad Camper Manufacturer – 2012-2014

Reference

- **Richard Gustafson:** (843) 249-2252
- **Crystal Leigh Lewis:** (Bar Manager) Phone: (614) 743-2565
- **Scotty Ketron:** (Owner of Geo Toad Manufacturer) Phone: (910) 393-8229
- **Ronald Wilson:** (Trial Advocacy and Mock Trial Professor) Phone: (843) 504-0774
- **Meaghan Tarmey** – (Founder of Females Aiding Through Mentorship) Phone: (843) 685-9159

*Letter of Recommendation available upon request

Extra-Curricular Activities

- Sigma Kappa Sorority Member
- Coastal Carolina Student Activities Board
- Coastal Carolina Travel Mock-Trial Team Member and Captain
- Coastal Carolina Model United Nations Team Member

Education

LORIS HIGH SCHOOL – Loris, SC
High School Diploma, 2011

GPA: 3.4/4.0

THE ACADEMY FOR TECHNOLOGY AND ACADEMICS – Conway, SC
Licensed by the SC Board of Cosmetology, 2011

GPA: 4.0/4.0

COASTAL CAROLINA UNIVERSITY – Conway, SC Dean's List

BA - CONCENTRATION IN POLITICAL SCIENCE AND PRE-LAW