

## MEGAN JENNA LIEB

**Summary:** My background is strong in customer service as well as being highly capable of maintaining, navigating, and troubleshooting many technological systems. I am excellent at problem solving and diffusing situations. I am a fast learner and have a stable foundation in improvising, adapting, and overcoming any challenge or task that gets put in front of me.

**Skills:** I am Proficient in Microsoft Word, Excel, Outlook, Power Point, Adobe Acrobat, Nuance Professional, WordPerfect, ProDox, Clio, and Mycase and am committed to quality customer service and hard work. I have had administrative support experience working in a professional environment and demanding strong organizational, technical and interpersonal skills. I am quick to learn and adapt to new software and programs placed in front of me. Professional, trustworthy, ethical and punctual. I am confident and poised in communications with individuals at all levels. In the law office, I set appointments, create spreadsheets, and format as well as draft legal documents, organize client files with attention to details and scan documents for electronic storage. I also aid in providing customers with most up to date details and help solve many problems they may be facing. I communicate with the Courts of all levels, aid in research, and provide valuable information on a whim. I also set up legal responses and work hand in hand with attorneys. I have experience in monitoring phone systems with 10 incoming lines and 90 extensions. I have strong communication skills, recent sales experience as well as customer service experience by helping beneficiaries navigate their insurance options in regards to medicare. In the military, I learned valuable leadership, teamwork and cooperation skills.

**Education:** Graduated from Arbor View High School  
Some College - College of Southern Nevada

**Work Experience:** eHealth Insurance July 2022 – Current  
Law Offices of Gregory K. Simmons - March 2021 to July 2022  
EJI Firearms - January 2021 to March 2021  
Law Offices of Hutchison & Steffen - October 2019 to September 2020  
Law Offices of Johnson & Johnson - General Clerical Work - June 2015  
to June 2016, September 2019 - August 2020

**Other Experience and certifications:** Served in the United States Army National Guard –  
2017 to 2019  
Texas Notary Public: Expires 05.01.2025

**References:** Ryan D. Johnson, *Esq.* Attorney  
Johnson & Johnson

Jordan Pender, *Esq.*  
Law Office of Gregory K  
Simmons