

Codie M. Laake

Specialized Professional Competence

- Prepare, organize, and review trial exhibits and deposition exhibits
- Review, organize, and maintain project file material
- Summarize depositions and medical records
- Print and reproduce corporate work product and correspondence
- Enter, transcribe, record, store, and maintain information in written or electronic form

Professional Qualifications

- Dynamic Analysis Group LLC, Paralegal Support/Administrative Assistant – 2018 to present
Provide technical support services for automotive engineering consulting, client correspondence and materials organization.
- Sam Houston State University, Master of Business Administration, Management – 2016
- Praxair, Inc., Senior Administrative Assistant – 2013 to 2016
Responsible for invoice processing, inputting purchase orders, export compliance documents, processes and procedures, month-end financial reporting, DOT file maintenance, administrative tasks.
- Liberty Partners Financial Services, Executive Assistant to Owner – 2012 to 2013
Client correspondence for quarterly financial meetings, prepared profit and loss spreadsheets for clients, prepared client documents for accounts, reconciled personal receipts for tax purposes.
- Sam Houston State University, Bachelor of Science, Psychology – 2012