

Michele Evans-Brock

Chicago, IL 60615

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SUMMARY: My superpower is my ability to bridge decades of administrative office experiences and freelance creative skills and abilities, add 4 strong years of accounts payable, and then peak with my passion for the law.

EDUCATION

Roosevelt University – January 2013
Post-Baccalaureate Certificate in Paralegal Studies

Chicago State University – December 2011
Bachelor of Arts Degree, Liberal Arts & Sciences

QPR Institute, Inc. – January 2024
QPR Gatekeeper Instructor Certificate
Certified: 9 Jan 2024 – Expires: 9 Jan 2027

Office of the Attorney General State of Illinois
Freedom of Information Act on-line training
FOIA - 12/11/2023483809 – Tuesday, May 14, 2024

TECHNOLOGY SKILLS

Microsoft Office: Excel (Pivot Tables and VLOOKUPs), Word, Outlook, PowerPoint, LexisNexis and Westlaw

HUMAN RESOURCES

(CATA) Chicago Automated Time and Attendance system

AP TECHNOLOGY SKILLS

SAP, Chrome River, FileZilla, Elite Enterprise, Intapp, SharePoint, and Yardi

ACCOUNTS PAYABLE | ADMINISTRATIVE ASSISTANT

Michele Brock Enterprises, Chicago, IL

Independent Consultant

Freelance [Website Creator](#), [Virtual Assistant](#), [Social Media Manager](#), and [Pro Reseller for GoDaddy](#).

July 2002 – Present

CHICAGO DEPARTMENT OF PUBLIC HEALTH, Chicago, IL

Administrative Assistant III

- Assist a Deputy Commissioner/Chief Racial Equity Officer and Director of Public Affairs.
- Oversee Special Projects that benefit the Bureau's PIO Team and the entire department.
- Time Editor for 18 employees by maintaining and updating their timekeeping records in CATA (Chicago Automated Time and Attendance) by checking entries of their time-in and time-out swipes, the Absentee Hours History Report, and approved edits that can be found in the Electronic Time Process system to ensure complete and accurate time records.
- Processing vendor invoices, reconciling outstanding invoices, troubleshooting invoice issues, communicating with vendors, and resolving payment issues.
- Ability to provide thorough and organized training while also creating training materials including, but not limited to a training manual video.
- AIS Graphic Services Liaison for CDPH. Explain the process overseeing the submission of print orders.
- Adobe Acrobat Administrator for the PIO Team by managing access to Adobe products and services.
- Language Line Solutions Liaison for CDPH. Provide support and troubleshoot whenever necessary.
- Training for 311 Support Services and Subject Matter Expert (SME) for CDPH.

May 2023 – Present

Baker McKenzie, Chicago, IL

Accounts Payable Specialist - Contract

- Managed the AP email box in Microsoft Outlook.
- Processed invoices in ServiceNow while also utilizing Chrome River and SAP to provide status updates on payment processing.

March 2023 – April 2023

Vedder Price, Chicago, IL

Accounts Payable Coordinator

- Reviewed and verified completeness of approvals and supporting documentation for invoices, expense reports, and technology stipends.
- Confirmed active and updated vendor ID information and created new vendor identifications, in Intapp, for new vendors.
- Obtained approval for payment of invoices then prepared and performed check runs on a daily and weekly basis.
- Responded to all A/P inquiries from vendors, management, and others by replying via the AP mailbox.

June 2022 – November 2022

East Lake Management & Development Corp., Chicago, IL**AP Specialist (including Utilities Coordinator)**

June 2019 – May 2022

- Managed daily payment processing of all invoices for 7 properties. Also, managed Staples and GE invoices for 50 properties. This task resulted in approximately 50-100 invoices to be entered daily, in addition to other priority assignments.
- Utilized both two and three-way matching processes that compare what was ordered (the purchase order), what was delivered (receipt/proof of purchase), and the vendor/supplier's invoice to verify that an invoice is legitimate and ready to be paid.
- Oversaw the data entry of Quick Checks twice a week after reviewing for errors, duplicates, receipt of Purchase Orders, and required signatures. Checks were matched to backup documents and delivered to upper management for final review.
- Provided vendor account reconciliations and resolved discrepancies upon requests.
- Managed utility requests received from Property Managers for vacant units throughout the Chicagoland (including a few of Chicago Housing Authority's properties), Indiana, and East St. Louis areas.
- Worked with utility companies to ensure proper processing of utility activations, shutoffs, verifications, scheduled appointments, and account updates and/or corrections.
- Acted as the liaison between the CFO and the company's AT&T Representative by communicating billing issues for accounts that failed to be covered under the company's contract agreement, processing claims, and tracking the status of claim activity thus ensuring that the issues have been correct, and credits owed to the company have been received.

Capital Region Planning Commission, Baton Rouge, LA**Administrative Assistant**

November 2016 – August 2017

- Provided general office and clerical responsibilities.
- Kept records of invoices and support documents.
- Collaborated with other business partners to centralize the regional contact list directory for easy retrieval of information.
- Was the liaison between the Executive Director senior staff and members of the Technical Advisory Committee (TAC) and the Transportation Policy Committee (TPC).

Governor's Office of Homeland Security & Emergency Management (GOHSEP), Baton Rouge, LA**Administrative Assistant**

April 2016 – October 2016

- Managed MS Excel spreadsheets for Approvals, Rollbacks, Package Reviews, and Express Pay System (EPS) Tracking Logs.
- Created monthly and quarterly Approvals and Rollback reports by examining spreadsheet entries against Louisiana Public Assistance (LAPA) system entries and updating the spreadsheets to match LAPA for more accurate reporting.
- Prepared PowerPoint presentations and created Excel spreadsheet reports.
- Created PowerPoint Presentations as a training tool for GOHSEP staff.
- Timekeeper for two Team Leads and members of their staff.
- Delivered Approvals, Express Pay System (EPS), and Package Reviews to Finance for further processing and funds disbursement.

J.A. Walker & Associates, P.C., Chicago, IL**Paralegal**

March 2013 – June 2013

- Managed day-to-day office management operations including, but not limited to pulling files for all court hearings for the week, documenting every telephone conference and meeting between attorney and client, for billing purposes, and organizing client files.
- Drafted legal pleadings to various court systems.
- Utilized Lexis Advance® to find cases cited and statutes dealing with authority over an individual and breach of contract.
- Introduced a user-friendly computer filing system, which reduced file retrieval time.

FEEDING AMERICA, Chicago, IL**Development Assistant**

December 2009 – June 2010

- Managed and performed administrative functions for the Chief Development Officer (CDO), including but not limited to scheduling meetings, maintaining the Outlook calendar, planning travel arrangements, managing expense reports, and proofreading correspondence.
- Provided administrative support for other executive management staff members in addition to supporting the Chief Development Officer in managing departmental communications, meetings, and events.

CHICAGO DEPARTMENT OF REVENUE, Chicago, IL**Staff Assistant**

December 1998 – July 2002

- Worked as the liaison for executive management and provided ongoing administrative and office support and clerical services.
- Worked as the help desk subject matter expert, assisting staff with PC issues over the phone and in person.
- Helped boost departmental morale by becoming one of the primary organizers of internal and external activities including fundraisers (UNCF), organizing volunteers for charitable work including March of Dimes annual walkathon and Take Our Daughters to Work Day, and planning staff celebrations (birthdays and employee anniversaries).
- Assisted at the end of the fiscal year budget process.
- Composed confidential correspondence, letters, memorandums, and other communications on behalf of the Deputy Superintendent, ensuring accuracy in grammar and content.
- Maintained the highest level of confidentiality regarding company and employee information.

CHICAGO PARK DISTRICT, Chicago, IL**Administrative Secretary**

December 1995 – November 1998

- Provided office support and clerical services to the Deputy Superintendent, while also assisting the administrative secretary to the Superintendent, of our department, whenever necessary.
- Organized and conducted an annual equipment reservations meeting with area managers. The equipment included trucks, stages, bleachers, and sound equipment to be shared throughout the year among all the parks. This process allowed park supervisors to know when they could move forward in scheduling park events and activities that required the use of this equipment. I was also in the position of knowing who had the equipment, on which days/weekends, and for what events, thus, keeping track of the equipment throughout the entire year.
- Composed confidential correspondence, letters, memorandums, and other communications on behalf of the Deputy Superintendent, ensuring accuracy in grammar and content.
- Maintained the highest level of confidentiality regarding company and employee information.

CHICAGO DEPARTMENT OF HOUSING, Chicago, IL**Administrative Assistant**

October 1994 – December 1995

- Provided office support and clerical services to the Deputy Commissioner and was frequently asked by members of Executive Management from other departments to assist them in these areas as well.
- Provided help desk services and computer software training for members of Executive Management and their staff. This also included creating a step-by-step computer software training manual that they could use as a source of reference during their day-to-day operation.
- Composed confidential correspondence, letters, memorandums, and other communications on behalf of the Deputy Commissioner, ensuring accuracy in grammar and content.
- Maintained the highest level of confidentiality regarding company and employee information.

INTERNSHIPS**DCFS Paralegal Intern (Roosevelt University)**

October 2012 – January 2013

- Drafted 50 motions for a large casework/legal project that I oversaw from beginning to end.
- Filed motions with the Circuit Court of Cook County.
- Redacted dozens of confidential documents as a part of the pre-trial discovery process.
- Observed court proceedings and provided detailed notes to supervising attorney.

Cook County Public Defender's Office Intern (Chicago State University)

January 2011 – August 2011

- Provided mitigation interviews.
- Utilized LexisNexis to conduct electronic searches for hard to locate witnesses.
- Processed discovery evidence.
- Shadowed field investigators as they performed their duties.