

Michele Evans-Brock

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EDUCATION

State of Illinois Freedom of Information Act ("FOIA")
12/11/2023483809 Completed: Tuesday, May 14, 2024

Illinois Paralegal Association Member Number: 21311064
Type: Associate | Join: 12/23/2024 • Expire: 1/11/2026

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

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

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

SENIOR ADMINISTRATIVE ASSISTANT & ACCOUNTS PAYABLE SPECIALIST

CHICAGO DEPARTMENT OF PUBLIC HEALTH, Chicago, IL

Senior Administrative Assistant

May 2023 – Present

- Oversee Special Projects that benefit the Bureau's PIO Team and ultimately the entire department.
- Time Editor for 11 employees which includes updating and maintaining their timekeeping records in Chicago Automated Time and Attendance (CATA) by overseeing their daily swipe entries, checking reports, and entering approved edits through the Electronic Time Process system to ensure complete and accurate time records.
- Reconciling invoices, troubleshooting issues, and communicating with vendors.
- Liaison between CDPH and 2FM Graphic Services and LanguageLine Solutions overseeing print job order requests while providing support and troubleshooting whenever necessary.
- Provided 311 Support Services for CDPH.

Michele Brock Enterprises, Chicago, IL

Independent Consultant

July 2002 – Present

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

Baker McKenzie, Chicago, IL

Accounts Payable Specialist - Contract

March 2023 – April 2023

- Managed the AP email box in Microsoft Outlook.
- Processed invoices and utilized Chrome River and SAP systems while providing payment processing status updates.

Vedder Price, Chicago, IL

Accounts Payable Coordinator

June 2022 – November 2022

- Reviewed and verified invoices for approvals and supported documentation for invoices and expense reports.
- 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 Accounts Payable inquiries from vendors, management, and others by replying via the AP mailbox.

East Lake Management & Development Corp., Chicago, IL

AP Specialist (including Utilities Coordinator)

June 2019 – May 2022

- Managed daily payment processing of invoices for 7 properties while also managing Staples and GE invoices for 50 properties.
- Utilized two and three-way matching processes of purchase orders to verify that an invoice is legitimate and ready to be paid.
- Oversaw Quick Checks entries twice a week after filtering errors, duplicates, PO receipts and required signatures.
- Managed utility requests received from Property Managers for vacant units throughout Chicagoland, Indiana, and E. St. Louis.
- Worked with utility companies to ensure proper processing of utility activations, shutoffs, verifications, and scheduled appts.
- 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.

Capital Region Planning Commission, Baton Rouge, LA

Administrative Assistant

November 2016 – August 2017

- Provided general office and clerical responsibilities and 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.
- Created PowerPoint Presentations as a training tool for GOHSEP staff.
- Timekeeper for two Team Leads and members of their staff.

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

Paralegal

March 2013 – June 2013

- Managed day-to-day office management operations including pulling files for court hearings, documenting telephone conferences and meetings between attorney and client, for billing purposes, and organizing client files.
- Drafted legal pleadings to various court systems depending on the case at hand.
- Utilized Lexis Advance® to find cases cited and statutes dealing with authority over an individual and breach of contract.

FEEDING AMERICA, Chicago, IL

Development Assistant

December 2009 – June 2010

- Managed and performed administrative functions for the Chief Development Officer (CDO) such as scheduling meetings, maintaining the Outlook calendar, planning travel arrangements, managing expense reports, and proofreading correspondence.
- Provided administrative support for other executive management staff members as needed.

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 and assisted with end of fiscal year budget process.
- Composed confidential correspondence while maintaining the highest level of confidentiality.
- Helped boost departmental morale by becoming one of the primary organizers of internal and external activities including UNCF fundraisers, organizing volunteers for charitable work like March of Dimes annual walkathon and planning staff celebrations.

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.
- Composed confidential correspondence while maintaining the highest level of confidentiality.

CHICAGO DEPARTMENT OF HOUSING, Chicago, IL

Administrative Assistant

October 1994 – December 1995

- Provided office support and clerical services to the Deputy Commissioner and managers from other departments.
- Provided help desk services and computer software training for managers and staff and created the training manual.
- Composed confidential correspondence while maintaining the highest level of confidentiality.

INTERNSHIPS

DCFS Paralegal Intern (Roosevelt University)

October 2012 – January 2013

- Drafted motions for a large casework/legal project and filed motions with the Circuit Court of Cook County.
- Redacted confidential documents as a part of the pre-trial discovery process.
- Observed court proceedings and provided detailed notes to the supervising attorney.

Cook County Public Defender's Office, Criminal Investigation Division Intern (Chicago State University) January 2011 – August 2011

- Provided mitigation interviews, processed discovery evidence, and shadowed field investigators.
- Utilized LexisNexis to conduct electronic searches for hard to locate witnesses.