

BARBARA A. JORDAN

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Ankeny, IA 50023

515-964-7797
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SUMMARY

Paralegal and Office Manager with over 30 years of experience in the legal profession. Extensive legal background and knowledge with emphasis on litigation support, personal injury, real estate, probate, as well as corporate and business litigation.

PROFESSIONAL EXPERIENCE

Handley Law Firm – Ankeny, Iowa **September 2008 to December 2015**
Paralegal to City of Ankeny Prosecutor and Senior Partner

- Office Manager responsible for client billing and reconciliation, managing third party vendors, ordering and maintaining supplies as well as managing Firm's general payable and receivable accounts.
- Strong written and oral communication skills with ability to effectively communicate on all levels.
- Responsible for creating, implementing and managing various filing systems for the Firm.
- Acted as the Firm's liaison with Ankeny's Police Department and Traffic Court by reviewing and managing cases, citations, subpoenas as well as coordinating officers and witnesses for court activity.

Handley, Goecke, Block, Lamberti, **April 2003 to September 2008**
Barnes & Moore Law Firm – Ankeny, Iowa
Paralegal to City of Ankeny Prosecutor and Senior Partner

- Research and monitor City of Ankeny prosecutorial court proceedings for simple misdemeanors and traffic violations.
- Responsible for management and oversight of client billing processes for the Firm.
- Assisted multiple attorneys as needed with various legal projects.

Handley & Block – Ankeny, Iowa **August 1981 to April 2003**
Fka Handley, Berry & Eisenhower
Paralegal to Senior Partner

- Client Billing
- Office Manager

Hermann & Handley Law Firm **August 1980 to August 1981**
Front Office Receptionist/Secretary

EDUCATION

- 1986 A.S. Degree in Paralegal Studies - Des Moines Area Community College
- Various continuing legal education seminars