

**David Michael Fuller**

2310 Walton Street | Petersburg, VA 23805 | 804-896-2713 | dmfuller@liberty.edu

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**Eagle Elite Team Member, Document Technologies, Inc. (DTI) (Richmond, VA)**

**June 2010 – Present**

Responsible for:

- All aspects of clients' service needs; assisting where needed between four law firms in the Richmond, VA area
- Open communication between DTI and client management to assure coverage of clients' needs
- Using proper telephone etiquette to screen and direct calls to proper party using multiple line telephone system
- Following detailed instruction and deadlines to successfully assist in litigation support
- Creating and manipulating spreadsheets, filing, data entry, document reproduction, summation, and digitization
- Mail Room Duties, including ordering supplies, coordinating by-hand deliveries, sorting and routing mail, and packages
- Setting up conference rooms
- Troubleshooting and general technical support for Canon and Xerox brand copiers

**Legal Secretary and Receptionist, Daniel's Law Office (Petersburg, VA)**

**February 2010 – June 2010**

- Supported two attorneys and one paralegal (Criminal Defense, Divorce, and Bankruptcy)
- Preparation of legal documents, billing, collections, greeting clients, operation of all standard office equipment, correspondence, filing, transcription, scheduling appointments, assisting clients, handling telephone calls and performance of all duties as a legal assistant

**Manager, Wellotson Holdings, LLC DBA The Oak Antique Mall (Petersburg, VA)**

**October 2007 – January 2010**

Responsible for:

- **Marketing duties** including coordination and execution of all window displays for maximum marketing/sales opportunities, designing signage and marketing materials, utilizing my artistic expression in conjunction with vendors in the coordination of their displays, organizing and implementing sales contests, customer raffles, and community fund raisers, planning and executing customer rewards and employee parties and events, including holiday parties, cook-outs, refreshments, and pizza parties
- **HR duties** Answered directly to out of state CEO to oversee staff of 7-10 employees and 30-45 commercial and residential tenants, hiring and training of new employees, assisted CEO in the writing of store policy handbook, scheduling, processing time cards for payroll, coordinating, planning, and conducting employee meetings and training sessions, and conducting and evaluating employee performance reviews
- **Accounting duties** including state sales tax exemption paperwork, banking, daily reconciliations, tracking expenditures, and researching and implementing innovative ways of cutting costs
- **Property Management duties** Worked directly with out of state CEO to oversee commercial, and residential rental property, assisting with commercial and residential leasing, hiring subcontractor/repair personnel, showing and online marketing of commercial and residential rental property, controlling access to property by logging of keys, security system codes, security cameras, leasing and marketing of commercial properties, and re-keying for out of state owner
- **Vendor coordination and management duties** including effectively handling all issues, complaints, space issues, ensuring proper vendors in certain locations within The Oak for maximum marketing/sales opportunities
- **Commercial Design duties:** re-designing entrance of store, including designing custom sales counter, designed art gallery area, including custom lighting to feature local artwork, worked directly with CEO, architect and Historic Review Board to select colors to re-paint mixed-use commercial/residential buildings in a historic district

**Assistant Manager, Wellotson Holdings, LLC DBA The Oak Antique Mall (Petersburg, VA)**

**April 2007 – October 2007**

Responsible for:

- Assisting manager with all aspects of day to day operations of the retail store
- Training of new employees including writing employee training and operations manual for the store

**Sales Associate, Wellotson Holdings, LLC DBA The Oak Antique Mall (Petersburg, VA)**

**August 2006 – April 2007**

Responsible for:

- Greeting and assisting customers with sales
- Processing electronic check and credit card payments

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**Computer Skills:**

- Windows 7, Vista, and XP
- Microsoft Office Suite
- IPro, WorlDox, and iManage
- Online marketing including web design and social networking
- Graphic design and photo editing software
- Troubleshooting and repair including replacing components and virus and spy ware removal

**Education:**

- **Liberty University** (Lynchburg, VA) 2003 – 2006, Degree Not Complete
- **Colonial Heights High School** (Colonial Heights, VA) Diploma Awarded