

BRIAN MCCLAIN JR

3014 Sunset Ave. Unit #301 Waukegan, IL 60087 · (847) 693-6263

Brian.bm8@gmail.com

EDUCATION

AUG. 2013 – FEB. 2016

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION, ROBERT MORRIS UNIVERSITY

EXPERIENCE

MAY 2022 – JULY 2024

RESOURCE SCHEDULER, ABBOTT LABORATORIES

- Interact with high-level and handle confidential information daily
- Process Executive Limo and STAR Program reservations in all scheduling systems for all clients as needed
- Escalate scheduling conflicts to management as appropriate
- Respond to clients with appropriate communications and proactively process and distribute routine client documentation and materials
- Support tracking budget expenditures
- Run weekly, monthly, quarterly, and annual reports for departmental metrics
- Provide solutions to, and participate in departmental initiatives that enhance customer efficiency and/or productivity
- Provide Executive Auto support for vehicle license and registration and monthly reporting
- Complete Executive Auto expense reports for department

MAR. 2019 – SEP. 2021

ADMINISTRATIVE ASSISTANT, 19TH JUDICIAL CIRCUIT COURT

- Assisting the public by giving accurate case information
- Directing public to their courtrooms
- Coverage in other departments (Court Administration, Court Reporter, & Jury Services)
- Assist judges with daily operational tasks, such as updating calendars, mail delivering, making copies of court documents, etc.
- Manage Outlook calendar for the Director of Judicial Operations
- Placing work orders to facilities for repair around the courthouse, etc.
- Core member of multiple committees (Veteran's History Project, Staff Training Day, & Court Rules and Forms)
- A Core member of court Subject-Matter-Experts group that is implementing a new Case Management System (CMS) for the 19th Judicial Circuit Court

MAY 2019 – AUG. 2019

COURT REPORTER MANAGER, 19TH JUDICIAL CIRCUIT COURT

- Managing 19 court reporters and 4 Spanish speaking interpreters
- Daily tasks are assigning court reporters to courtrooms, creating weekly schedules for court reporters, handling payroll and invoices, etc.

JUN. 2013 – MAR. 2019

COURT CLERK, LAKE COUNTY CIRCUIT CLERKS OFFICE

- Data entry
- Electronic submission of court documents (E-file)
- Assisting judges and attorneys in courtrooms
- Providing customer service about court cases, court documents, court fines, etc.

SKILLS

- Takes initiative, uses discretion and independent judgment when making decisions
- Ability to multitask and prioritize task
- Excellent time management
- Well-developed organizational skills
- Attention to detail
- Great verbal and communication skills
- Calendar management
- Knowledgeable in Excel and Microsoft Office
- Advanced Knowledge and understanding of business process and requirements
- Relate well with others
- Strong social and intrapersonal intelligence