

# Rowdy Solomon

**High-energy individual with a team player mindset.**

Macon, GA 31210

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## Professional Summary

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I specialize in administrative work with excellent secretarial skills. I'm proficient with Microsoft Word and Excel. I go above and beyond to provide excellent customer service with great deescalating skills. I have great administrative experience with expertise in a legal office setting, and I'm always willing to learn more. My experience as a receptionist at a law firm to my legal assistant duties while serving in our nation's military as a Marine has empowered me to perform my duties whether face to face, on the phone or virtual without hesitation accompanied by great attention to detail.

Authorized to work in the US for any employer

## Work Experience

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### **Paralegal/Legal Assistant**

Macon-Bibb County Government-Macon, GA

August 2022 to Present

- Maintain electronic CMS system for various litigation projects
- Research owners for blighted properties and nuisance per se
- Draft letters for designation, notice and removal
- Maintain viovew files for traffic court
- Retrieve certifications from various sources for traffic court
- Prepare files for all hearings

### **Customer Service Representative**

Ascensus-Kansas City, MO

March 2022 to Present

- Assist customers with 529 College Savings Plans
- Make withdrawals for clients
- Make contributions for clients
- Assist clients with knowing what qualifies as a withdrawal for their state
- Assist with client portfolios and account changes

### **Case Manager**

Mike Hostilo Law Firm-Macon, GA

April 2021 to Present

- Call new clients and explain process of case flow
- Answer all questions for clients
- Set up claims and treatment for clients

Gather Liability and UM Dec pages for clients  
Draft demands for attorney  
Gather all bills and records for client's files

### **Receptionist/Office Assistant**

Mike Hostilo Personal Injury Law-Macon, GA  
July 2020 to Present

- Conduct Initial Intakes
- Schedule Appointments And Disbursements
- Update Client Information
- Order Office Supplies
- Maintain Office Cleanliness and Organization
- Assist Attorneys when needed with clients

### **Grill Cook**

Idle Hour Country Club-Macon, GA  
May 2019 to Present

Maintain upkeep of grill station  
Prepare all meats for marination and cooking  
Make sure temperatures and dates of meats are you to standard

### **Freelance Voice Over Artist**

PedIM Healthcare  
June 2023 to January 2024

Provide Meditation Voiceovers For Healthcare App  
Provide Revisions As Needed  
Provide Clear and Eloquent Scripts  
Utilize Proper Microphone Technique To Provide High Quality Recording

### **Sales/Customer Service**

Geico-Macon, GA  
February 2017 to March 2019

- Responsible for insurance sales
- Successfully negotiate sales of over 200 dollars
- Build personal relationships with clients and customers
- Handle all prospective customer correspondence, including calls, emails, and sms
- Verify client and customer personal information
- Present products to clients
- Negotiate and completed purchasing contracts
- Handle and followed up on escalations
- Provide client, customer, and technical support
- Provide exceptional customer service

### **Food Service Worker**

Sodexo-Macon, GA  
December 2014 to February 2017

Maintain temperatures and dates of food  
Make sure presentation of food is up to standard  
Prepare foods for functions

### **Legal Services Assistant**

United States Marine Corps-MCBH Kaneohe Bay, HI  
January 2011 to May 2014

#### Accomplishments

- ❖ Legal Services Specialist (2010)
- ❖ Marine of the Quarter (2011 and 2013)

## Education

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### **Online course in Paralegal Studies**

University of Georgia - Athens, GA  
March 2024 to June 2024

### **High School Diploma**

Northeast High School - Macon, GA  
2010

## Skills

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- DoD experience
- Legal Research (2 years)
- Hospitality
- Administrative Assistant (4 years)
- Administrative Experience (4 years)
- Organizational Skills (10+ years)
- Microsoft Office (10+ years)
- Sales Experience (2 years)
- Customer service
- Administrative experience
- Military Experience (4 years)
- LexisNexis (3 years)
- Proofreading
- Law office
- Documentation review
- Presentation Skills (4 years)
- Customer service (7 years)
- Phone etiquette (10+ years)
- Adobe Acrobat
- Litigation

- Personal injury law
- Presentation skills
- Paralegal experience
- Insurance sales
- Legal case management (2 years)
- Training & development
- Communications (3 years)
- Paralegal
- Multi-line phone systems (10+ years)
- Communication Skills (2 years)
- Data Entry (3 years)
- Front desk
- Microsoft Powerpoint (10+ years)
- Negotiation
- Time Management (6 years)
- Microsoft Word (10+ years)
- Clerical experience
- Typing (10+ years)
- Writing Skills (9 years)
- Customer Service (6 years)
- Microsoft Outlook (5 years)
- Insurance Sales
- Military (4 years)
- Windows
- Cooking
- Typing
- Legal research
- Sales
- Research
- Intake (5 years)
- Case Management
- Management
- Legal Drafting
- Basic Computer Skills (10+ years)
- Legal administrative experience
- Hospitality (7 years)
- Computer skills
- Excel (1 year)
- Computer Literacy (4 years)

## Military Service

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**Branch: Marines**

Service Country: United States

Rank: E4

June 2010 to May 2014

Legal Services Specialist

Commendations:

Navy Achievement Medal

## Awards

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**Marine of the Quarter**

March 2013

**Marine Of The Year**

January 2012

**Marine of the Quarter**

March 2011

## Certifications and Licenses

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**Certificate of Completion "Fundamentals of Legal Assisting in Georgia"**

February 2023 to Present

This was in intermediate-level group-live interactive webinar presentation in which participation was monitored and subject matter retention was measured by an examination at the conclusion.

**Certified Notary Public**

October 2020 to October 2024

## Publications

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**Vehement**

[https://www.amazon.com/VEHEMENT-Perfectly-Imperfect-R-Solomon/dp/172681744X/ref=mp\\_s\\_a\\_1\\_fkmr0\\_1?keywords=rowdy+solomon+vehement&qid=1573408275&sr=8-1-fkmr0](https://www.amazon.com/VEHEMENT-Perfectly-Imperfect-R-Solomon/dp/172681744X/ref=mp_s_a_1_fkmr0_1?keywords=rowdy+solomon+vehement&qid=1573408275&sr=8-1-fkmr0)

October 2018

In this short story, often referred to as Flash Fiction, Rowdy Solomon looks at defining moments in a man's life. The moments which shape and change him from who he is, to the man he needs to become, through love for himself, his wife, his son and his God. It is a story that takes just a few moments to read but will remain with you for a lifetime.

**Long Road To The Altar**

[https://www.amazon.com/Long-Road-ALTAR-Solomon-Jr/dp/1543164846/ref=mp\\_s\\_a\\_1\\_2?keywords=long+road+to+the+altar&qid=1573407445&sr=8-2](https://www.amazon.com/Long-Road-ALTAR-Solomon-Jr/dp/1543164846/ref=mp_s_a_1_2?keywords=long+road+to+the+altar&qid=1573407445&sr=8-2)

February 2017

Long Road To The Altar is a Christian Tale filled with setback after setback, struggle after struggle and challenge after challenge. Shakir encounters everything but happy days on his way to the altar. He has to battle a drug addiction, alcohol and losing his family, job and ultimately his mind, falling into a pit of darkness where there seems to be no way out. Yet, a glimmer of hope twinkles in the form of his cellmate, Tyrone who teaches him about God and the way he should go. After all he has to battle, will Shakir give his life back to Christ? Will he find God in the midst of his many storms?