# Megan Pruitt

Clerical Assistant

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## SUMMARY

Clerical assistant with over 2 years in law office and medical office settings, handling word processing, spreadsheets, filing and phones for teams of up to 15 staff. Types 70 WPM, follows oral and written directions closely and treats every caller with courtesy. Proficient in Microsoft Office, including Word, Excel and Outlook.

## EXPERIENCE

### Clerical Assistant

01/2025 - Present

Oak City Law Group

Raleigh, NC

*Civil litigation firm with 9 attorneys and 6 paralegals.*

- Draft **60+** client letters, notices and filing cover sheets a week in Word from attorney dictation and handwritten notes.
- Maintain Excel spreadsheets tracking 400 open matters and their court deadlines, and proofread exhibits before each filing.
- Handle 100+ calls a day on a 10-line phone system, taking messages and directing clients to the right paralegal.
- Organize closed case files for off-site storage, boxing, indexing and logging 1,200 files in a retention spreadsheet in 2025.

### Front Desk Clerk

03/2024 - 12/2024

Crabtree Valley Family Medicine

Raleigh, NC

*Primary care clinic with 7 providers.*

- Checked in **60** patients a day and scanned photo IDs and insurance cards into the clinic's electronic health record.
- Faxed and filed 150 referrals and records requests a week, meeting the clinic's 48-hour turnaround goal every month.
- Collected copays at check-out and balanced the cash drawer daily with zero shortages over 10 months.
- Updated addresses, phone numbers and insurance details for 2,000 patients during a records cleanup project.

## SKILLS

- Word Processing
- Spreadsheets
- Word
- Excel
- Outlook
- Microsoft Office
- Filing
- Multi-Line Phones
- Customer Service
- Detail Oriented

## EDUCATION

### High School Diploma

06/2023

Needham B. Broughton High School

Raleigh, NC

## CERTIFICATES

### Keyboarding and Office Applications Certificate

12/2023

Wake Technical Community College