Hayden G. Hurlbut

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**Education**

* University of South Florida……………………………...………December 2018

B.A. International Business, 3.8 GPA

* Fleming Island High School…………......................……………….....May 2014



**Work Experience**

* **Legal Assistant Intern**, Fusco Law Group – Jacksonville, FL………….May 2018-August 2018
* Provided quality customer service to clients for three attorneys within the office and the courtroom
* Managed scheduling for lead attorney and aided in case/consultation preparation
* Prepared and e-filed pleadings and motions on client’s behalf
* Worked with clerk of courts to handle any appropriate records or documents needed for cases
* **English Teacher**, Istituto Comprensivo Barsanti - Florence, Italy……January 2017- June 2017
* Educated Italian middle school students in intermediate English
* Generated lesson plans
* Engaged students and created an inclusive educational environment
* Worked independently within the classroom and provided a daily status report to supervisor
* **Server**, Tap’s Bar and Grill - Fleming Island, FL………………………..May 2016-January 2017
* Maintained an amiable environment for a diversified clientele
* Sustained a clean and professional workplace through efficient nightly closing practices
* Assisted others so as to create a seamless workflow



**Skills**

* Fluent in Portuguese
* Proficient in Microsoft Office
* Strong communication skills
* Accountancy skills to handle client’s payments