

Anthony Enriquez

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EXPERIENCE

University of South Carolina

Member Services Assistant for Campus Recreation

- Greeted, connected, and motivated patrons.
- Issued equipment to patrons.
- Assisted in special events.
- Provided support for injured patrons.
- Monitored and observed all areas for safety and security.

Columbia, SC
August 2022 – Present

Daisley Legal

Paralegal

- Interviewed potential clients and witnesses for civil matters.
- Investigated and gathered evidence for demand letters.
- Managed case files through case management software.
- Corresponded with clients via telephone and email.

Charlotte, NC
June 2021 - Present

South Carolina Department of Corrections

Recreation Assistant

- Kept stats on basketball games.
- Issued gym equipment to patrons.
- Monitored and observed all areas for safety and security.
- Greeted, connected, and motivated patrons.

Columbia, SC
Jan 2010 - Jan 2013

South Carolina Department of Corrections

Law Library Clerk

- Organized law books in alphabetical, chronological, and numerical order.
- Kept logs of all activities.
- Guided researchers on how to conduct effective legal research.
- Helped patrons obtain legal forms.

Columbia, SC
Jan 1995 - Jan 2018

EDUCATION

UNIVERSITY OF SOUTH CAROLINA

Bachelor of Science Hospitality Management (Expected graduation 2024)

GPA: 3.7

Columbia, SC

PALMETTO UNIFIED SCHOOL DISTRICT

Certificate Work Keys (Jul 2015)

Columbia, SC

ASHWORTH COLLEGE

Associates of Science Paralegal Studies (Dec 2005)

GPA: 4.0

Norcross, GA

BLACKSTONE CAREER INSTITUTE
Certificate Paralegal/ Legal Assistant (Nov 1997)
GPA: 4.0

Allentown, PA