

**RÉSUMÉ  
OF  
CHRISTINA “CHRISSEY” R. COX  
LEGAL, DOCUMENT & OFFICE SERVICES ASSISTANT**



**THE HOLT GROUP LLC**  
Attorneys & Counselors at Law  
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**LEGAL EXPERTISE:** Document Assistant

**AREAS OF SPECIALIZED KNOWLEDGE:**

Providing document assistant support to the Firm’s construction industry clients, including owners, contractors, architects, engineers and other design professionals involved in business and construction disputes.

**SPECIFIC EMPLOYMENT HISTORY:**

- 12/2022 – Present      **Legal, Document & Office Services Assistant**, The Holt Group LLC, Denver, Colorado  
Works closely with the Firm’s staff to provide administrative support including: calendar and scheduling coordination, telephone support, document proofreading and file management. Primarily responsible for all office services including visitor interface, equipment and office maintenance, supply ordering and mail administration. Additionally, works with litigators in all stages of complex commercial and construction matters including document review and management, detailed data entry of documentation into comprehensive case management database and preparation for trials.
- 3/2020 – 11/2022      **Office Services and Document Assistant**, The Holt Group LLC, Denver, Colorado  
Primarily responsible for all office services including telephone support, visitor interface, equipment and office maintenance, supply ordering and mail administration. Additionally, works with litigators in all stages of complex commercial and construction matters including document review and management, detailed data entry of documentation into comprehensive case management database and preparation for trials.
- 9/2019 – 3/2020      **Document Assistant**, The Holt Group LLC, Denver, Colorado  
Work with litigators in all stages of complex commercial and construction matters. Responsibilities include: document review and management, detailed data entry of documentation into comprehensive case management database and preparation for trials.

- 6/2018 – 9/2019      **Lead Care Coordinator**, OnPoint-Healthmark, Denver, Colorado  
Ensured customer flow and satisfaction of patient experience, improved patient care and accuracy, interviewed and trained new support staff and provided clinical care within company protocol.
- 12/2015 – 5/2018      **Front Desk/Reception**, Team Health, Denver, Colorado  
Ensuring charting accuracy and quality control through admissions, assessment, treatment, and referral for a broad range of patients and increased office organization by developing a more efficient electronic filing system and customer database protocols.
- 5/2015 – 11/2015      **Medical Assistant**, Columbine Family Practice, Denver, Colorado  
Monitored and performed duties including patient's respiration activity, blood pressure and blood glucose levels in response to medical administration with maintenance of equipment used for patient care.
- 6/2013 – 5/2015      **Medical Assistant**, Colorado Brain and Spine Institute, Denver, Colorado  
Assisted in minor surgical procedures and patient processing and handling. Educated patients in regard to office policies, medical procedure steps, recovery measures and medication instruction.

**SKILLS AND QUALIFICATIONS:**

Microsoft Office skills, accurate document data entry, organization and timely filing with the utmost attention to detail.

**EDUCATION:**

B.A. in History with an emphasis in Public History, Grand Canyon University, October 2021, Phoenix, Arizona.

Alpha Chi National Honor Society

Medical Assistant, Parks College, 2004, Aurora, Colorado.