

JAMIE D. DUTY

Curriculum Vitae

EXPERIENCE / FIRM SYNOPSIS

Ms. Duty brings to the firm experience in management and organizational skills, and an ability to foster teamwork among others. Following graduation from Southern Nazarene University (SNU) she assumed responsibilities as assistant softball coach at SNU, while assisting the firm in engagements. Ms. Duty has experience in Accounts Receivables and Accounts Payables in various different companies. She also assists partners at many levels in different cases. Through many of her day-to-day activities, she manages most of the daily activities through the office.

SPECIALIZED EXPERIENCE

TURNAROUND PROFESSIONAL

- Management of Accounts Receivables and Payables for Multiple Clients.
- Assist with firm Public Relations.
- Management of firm day-to-day activities.
- Project Manager for cases.
- Assist Partners on various assignments.

EDUCATION

Southern Nazarene University, BS, Business Administration
University of Missouri-Kansas City, 2002-2003
Benedictine College, 2000-2002

AFFILIATIONS

Member:

Southern Nazarene University, Assistant Softball Coach

Former Member:

SIFE (Students In Free Enterprise)
Southern Nazarene University, Varsity Softball Team
University of Missouri-Kansas City, Varsity Softball Team
Benedictine College, Varsity Softball Team, All-Conference Honors

CONTACT INFORMATION:

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