

COLLIN D. RITSEMA

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collinritsema45@gmail.com

P.O. Box 3521
Grand Rapids, MI 49501

SKILLS

- Notary Public - State of Michigan
- Business Marketing Management
- Coordination of Daily Operations
- Office I.T. setup & troubleshooting
- Search Engine Optimization
- Internal Business Affairs Management
- Team Synergy Coordinator
- Document Management & Editing
- Event Planning
- Campaign Coordinator for:
Curt Benson for Kent County Judge

EDUCATION

Bachelor of Science: Business Administration

2014 - Present

Grand Valley State University - 1 Campus Drive, Allendale, MI 49401

Major: Management Information Systems (MIS). Expected graduation, 2019.

- Accomplishments include the completion of a forty-five-page feasibility analysis and a sixty-five-page business plan for MGT 330: Small Business Management.

WORK EXPERIENCE

Founder / CEO

May 2017 - Present

Write Now Help LLC - P.O. Box 3521, Grand Rapids, MI 49501

Legal Secretary

Dec. 2016 - Aug. 2017

8 months

Kotz Sangster Wysocki P.C. - 40 Pearl St NW, Suite 400, Grand Rapids, MI 49503

- Primary Assitant for two attorneys and support staff for office;
- Maintained attorney calendars and managed firm's docket;
- Coordinated the securing of court reporters, process servers, and court officers;
- Routinely drafted, edited, and proofread correspondence, agreements, and various pleadings on behalf of the firm and respective attorneys;
- Handled telephones and coordinated with prospective clients, scheduled consultations;
- Worked with attorneys to ensure no client conflicts for ethical compliance;
- Acted as the firm's host when attorneys, clients, and others come to the office;
- Filed cases in state distrcit and circuit courts, Federal Court, the Michigan Court of Appeals, the Michigan Supreme Court, and the 6th Circuit United States Court of Appeals;
- Coordinated attorney travel and flights, prepared itinerary;
- Maintained attorney contact lists, password lists, and active task lists;
- Promoted efficiency for support staff and attorneys by improving repeatable procedures.

Business Manager

May 2016 - Dec. 2016

7 months

Witte Law PLLC - 40 Pearl St NW, Suite 922, Grand Rapids, MI 49503

- Led team meetings to discuss case-load and next steps, advised team on same;
- Kept team accountable for completion of assignments;
- Informed clients of case updates via phone and email;
- Met with potential, current, and past clients and key business partners - efficient in delivering post meeting briefings;
- Worked with managing attorney to maintain firm billing department and Accounts Receivable by acting as a liason between the managing attorney and the firm's outside bookkeepers and accountants;
- Worked to maintain firm Accounts Payable by receiving incoming invoices, calendaring due dates, and preparing checks for the managing attorney's signature;
- Pursued aged Accounts Receivable and negotiated payment plans with past and current clients.

Law Clerk

Jan. 2016 - May 2016

5 months

Talcott Franklin P.C. – 40 Pearl St NW, Suite 922, Grand Rapids, MI 49503

- Maintained physical and computer based filing systems;
- Adhered to all related company policies and government regulations.

Fry Cook

July 2013 - June 2016

2 years, 11 months

The Fishery of Wyoming – 3645 Byron Center Ave SW, Wyoming, MI 49519

- Led shifts while personally preparing food items and executing requests based on required specifications.

Night Janitor

Jan. 2012 - August 2015

3 years, 7 months

Hudsonville Christian Middle School – 3925 Van Buren St, Hudsonville, MI 49426

- Cleaned building floors by sweeping, mopping, scrubbing and vacuuming.

Landscape Professional

May 2009 - Dec. 2015

5 years, 7 months

Bakhuyzen Landscape Management – 1515 Byron Rd, Byron Center, MI 49315

- Obtained experience in lawn maintenance, irrigation, shrub care, and landscape installation.