

Margaret M. Huth
margaret_huth@yahoo.com
Curriculum Vitae

Education

University of Missouri- St. Louis, St. Louis, MO

Master of Arts in History

Graduated: May 2007

University of Tampa, Tampa, FL

Bachelor of Arts in Music

Minor: Business

Graduated: May 2000

Awarded a Music Scholarship (1997)

St. Louis Community College at Meramec, Kirkwood, MO

August 1995 to May 1997

General Curriculum

Teaching Experience

St. Joseph's School, Manchester, MO

2001-2002

Music Teacher

- Implemented new music curriculum for grades K-8.
- Established middle school choir.
- Prepared selected grade for music festival.

Profession Affiliations

American Historical Association

Publications

“Witch Frenzy: The Reformation and The Escalation of Witch Hunting.” UMI Dissertation Services, 2007.

Awards

Certificate of Achievement by the Dean of the Graduate School at the University of Missouri-St. Louis for Outstanding academic scholarship on my masters thesis, “Witch Frenzy: The Reformation and The Escalation of Witch-Hunting.” (October 2007)

University of Tampa Music Scholarship (1997)

Work Experience

Burstein Law Firm, Clayton, MO

2002-Present

Office Manager

- Develop and implement action plans.
- Experience in personnel training, developing, scheduling and supervising associates.
- Motivate staff to achieve performance goals and ensure productive operations.
- Manage extensively finance, collections, and clerical to obtain, verify and process documentation for clients and attorneys.
- Track client files throughout court case by maintaining communications with attorneys and clients from point of hire to plea/trial phase to facilitate and expedite cases.
- Manage a heavy volume of files.
- Anticipate and fulfill lawyers' needs so that all deadlines are met, thereby protecting the firm.
- Update court and client database by implementing new programs and strategies in database management.
- Maintain attorney's court schedule.
- Competently draw out key information from clients.
- Maintain confidential attorney/client privilege as liaison with courts.

St. Joseph's School, Manchester, MO

2001-2002

Music Teacher

- Implemented new music curriculum for grades K-8.
- Established middle school choir.
- Prepared selected grade for music festival.

Warson Woods Antiques, Warson Woods, MO

2001-2001

Sales Associate

- Assisted antique dealers with selling merchandise.
- Assisted customers with details of various antiques.
- Provided payroll to antique dealers.

Progressive Music & Media, Tampa, FL

1999-2000

Customer Service Representative/ Administrative Assistant

- Assisted customers with the CD making process.
- Scheduled musicians in studio.
- Completed general clerical duties.

Computer Skills

- Windows Operating Systems
- Microsoft Office Suite
- Email
- Internet
- Databases