

JESSICA CLAIRE

 resumesample@example.com

 (555) 432-1000

 Montgomery Street, San Francisco, CA 94105

SUMMARY

Polite, well mannered professional seeking a Paralegal position for part-time or full-time employment.

SKILLS

- Motivated
- Reliable
- Fast Paced
- Quick Learner
- Experienced
- Professional and personable
- Great organization skills
- Great communication skills
- Honest & Trustworthy
- Dedicated

EDUCATION AND TRAINING

Pace University

New York City, NY • 2015

Studied various phases of law, such as; Family law, Contract law, and Tort law. Earned skills to use and create various templates for documents. Learned basics of law library(s), court rules, and jurisdictions. Worked hands on with the discovery process. Earned degree independently.

ACCOMPLISHMENTS

- Worked Freelance as a Paralegal
- Volunteer with certificates of merit from the Sachem School District

EXPERIENCE

First Watch Restaurants - Management

Ok , OK • 07/2016 - Current

- Full Time - Closing Manager
- Responsible for all cash handling
- Managing Staff
- Customer Issues
- Recently promoted to Manager RX

State Of Minnesota - Freelance Paralegal

Madelia, MN • 01/2013 - Current

- Developed detailed litigation strategies for each case
- Conducted legal research and facts investigation for case litigation
- Drafted and amended complaints
- Drafted all necessary motions relevant to each case
- Filed appeals in state and federal courts of appeal
- Reviewed documents

DARLING INVESTIGATIVE SERVICES - Investigator

STATE • 09/1993 - 06/2002

- Worked as investigator on various cases such as; adoptions, marital affairs, dishonest employees, workman's comp fraud, etc.
- Performed stake out's, undercover operations, and surveillance.
- Note: Worked per diem with Kessler & Associates on various cases.
- Worked per diem with Campo Bros.
- for expediting town codes.

SKILLS

Freelance Paralegal specializing in various types of law

- Contracts
- Settlements
- Landlord / Tenant
- Small Claims
- Custody / Child Support