

# JESSICA CLAIRE

✉ resumesample@example.com

☎ (555) 432-1000

📍 Montgomery Street, San  
Francisco, CA 94105

## 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.

## SUMMARY

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

## 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