

Jesus Bonilla

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Los Angeles, CA 91402

Employment

Law Offices of Mark Murad, Glendale, CA

Feb. 2019 – June 2019

Paralegal Intern

- Learned how to manage personal injury cases through constant exposure to a variety of cases
- Interviewed potential clients for personal injury and immigration cases
- Prepared demand letters for personal injury clients to obtain settlements from insurance companies
- Facilitated communications with various medical offices, insurance companies, and clients to obtain and provide information necessary for cases
- Utilized Lexis Advance to perform legal research involving personal injury law

Macy's, Canoga Park, CA

Aug. 2018 – Dec. 2018

Backroom Team Member

- Unpacked and organized incoming merchandise to distribute throughout the sales floor
- Maintained cleanliness of the stock room
- Assisted guests by carrying out purchased items to their vehicles

Education

University of Massachusetts, Lowell, MA

Sep. 2020 – Present

Bachelor of Science in Information Technology

Pasadena City College, Pasadena, CA

Jan. 2019 – Dec. 2019

Paralegal Certificate

Skills

- Working knowledge of PCs and computer networks
- Proficient in Microsoft Word, Excel, and Outlook
- Excellent customer service skills
- Great written and oral communication skills
- Willing to learn new skills
- Detail-oriented