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# JESSICA A. KELLEY

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(708) 257-1529



[HTTP://BIT.LY/JESSICAAKELLEY](http://bit.ly/jessicaakelley)

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## EDUCATION

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Full Stack Coding Bootcamp  
University of California, Berkeley

Bachelor of Arts – Communication Studies  
Loyola University Chicago

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## OBJECTIVE

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Motivated and dynamic communications professional and current coding bootcamp student with experience in the legal field. Seeking to apply my strong work ethic and creative ability while collaborating with cross-functional team members.

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## SKILLS & CERTIFICATIONS

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\*Indicates certification

Google Analytics\*

HTML

CSS

JavaScript

Node.js

Express.js

MySQL

React

MongoDB

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## EXPERIENCE

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### **HORWITZ, HORWITZ & ASSOCIATES / TRIAL PREPARATION**

**NOVEMBER 2019 – APRIL 2020**

- Served as trial preparation paralegal for attorney specialized in workers' compensation
- Drafted pleadings and motions
- Prepared all elements of cases for trial
- Transcribed depositions
- Communicated with clients and opposing counsel regarding case facts

### **RIDGE & DOWNES / LAW CLERK**

**FEBRUARY 2018 – NOVEMBER 2019**

- Performed case and client related legal research for both workers' compensation and personal injury attorneys
- Assisted attorneys in drafting briefs and arguments
- Developed and prepared exhibits utilized in depositions and trials
- Maintained all downstate call matters covering eighteen districts
- Assisted with all event related matters including but not limited to corresponding with event organizers, budgeting for events, ordering supplies for events, staffing events, and attending events to sponsor and support client organizations
- Pitched and executed social media strategies in order to strengthen online presence

### **KEEFE, CAMPBELL, BIERY & ASSOCIATES, LLC / PARALEGAL**

**JANUARY 2017 – JANUARY 2018**

- Handled multiple case management responsibilities
- Became familiar with workers' compensation law to be utilized in legal analysis
- Prepared and interpreted complex legal documents including pleadings and motions
- Carried out legal research on various platforms
- Investigated case facts
- Reviewed and edited legal documents
- Presented data and research findings orally and in writing
- Built, maintained, and managed relevant databases and files

### **MICHIGAN AVENUE MAGAZINE / EDITORIAL INTERN**

**AUGUST 2016 – JANUARY 2017**

- Worked closely with the Editor-in-Chief on various print and web-related projects
- Assisted with story research and development
- Pitched content ideas for upcoming print issues and social media campaigns
- Authored multiple pieces for web and print issues
- Facilitated multiple company-sponsored events in tandem with the marketing team
- Contributed daily to social media by submitting posts to the Editor-in-Chief
- Transcribed interviews
- Organized and administered interviews with article subjects