**Jonathan Adewumi**

**606 South 19th Street Newark, New Jersey 07103**

**Jonathana2191@gmail.com**

Education

* Montclair State University- Montclair, NJ Graduation Year: January 2018
  + GPA: 3.3
  + Major: Justice Studies, Double Concentration in Justice Systems & Paralegal Studies
  + Minor: Psychology

Justice Studies Experience

* Ras Citron LLC – Foreclosure Legal Secretary – May 2018-July 2018
  + Drafted and prepared legal documents. Communicated with attorneys regarding changes to documents and statements. Conducted research and edited documents and writs. Communicated with courts and sheriff offices, as necessary.
* Bittiger Elias & Triolo P.C. – Legal Secretary – February 2018 to May 2018
  + Provided administrative support to lawyer and enhance office effectiveness. Helped handle communication with clients. Helped keep files in order and helped close cases when assigned to them. Typed and filed basic legal documents and correspondence.
* Bittiger Elias & Triolo P.C. – Intern – May 2016 to September 2016
  + Assisted in motion assembly and filing; drafted filing and other routine letters; prepared documents and performed legal research.
* Passaic County Prosecutors Office- Intern- September 2017-December 2017
  + Interned under the Chief Assistant Prosecutor which included assisting in preparing cases, research, writing briefs, and drafting letter memos. Helped with Grand Jury preparation and helped construct PowerPoint presentations. Assisted with variety of aspects of trial preparation.

Work Experience

* Wayne YMCA- Welcome Center Associate- March 2017- September 2017
  + Worked in the front registering events and programs, handled money transactions, answered phone calls, greeted members and ensuring access, guest verification, promoted and sold memberships, provided administrative support to the Associate Membership Director, and provided accurate information to all whom inquired in a friendly and professional manner. Worked as a counselor and mentor to youths that were placed in the divisions custody by providing them with guidance and support needed to better deal with their struggles such as drug problems, juvenile delinquency, and gang involvement.
* Sprague Library Montclair State – Main Assistant to Dean of Liberians – January 2016 to May 2016
  + Performed duties of an assistant which included making sure the library was in order, created pamphlets and booklets, tracked data, allocated library resources, and maintained a safe environment for Liberians and student.