

# VANCE REY

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4567 Main St Buffalo, New York 98052

## PROFILE

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Organized, dedicated and ambitious budding professional with excellent attention to detail, and thirst for learning interesting in working closely with experienced attorneys and contribute to the success of a dynamic law firm. Offering a degree in paralegal studies and over four years of work experience in legal support and legal research, seeking an entry-level paralegal position at a mid-sized law firm.

## EXPERIENCE

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| <b>September<br/>2016-Present</b> | Paralegal Intern, <i>Wingtip Law Firm PC</i><br>Support senior paralegals with legal research and document management in preparation for civil and criminal trials. for trials. Schedule and conduct client, witness, and attorney interviews in preparation for depositions and trial. Administrative support, including database and file management, answering phones and general office duties |
| <b>June 2014-<br/>August 2016</b> | Legal Secretary, <i>XYZ Law LLC</i><br>Legal document preparation and management. Administrative and scheduling for senior partners. Coordinated conferences and meetings between attorneys and attorneys and current and prospective clients. Maintained firm's master calendar   |

## EDUCATION

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Bellows Community College, *Tin, Texas*  
June 2014: Bachelor of Science in Paralegal Studies  
June 2012: Associate in Arts in Paralegal Studies  
  
Certified Registered Paralegal, National Federation of Paralegal Associations

## KEY SKILLS AND CHARACTERISTICS

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|---------------------|--------------------------|
| • Critical Thinking | • Microsoft Office Suite |
| • Handling Pressure | • LexisNexis & Westlaw   |
| • Leadership        | • 90 WPM Typing Speed    |
| • Problem Solving   | • Adaptability           |

## ACTIVITIES AND INTERESTS

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Literature, environmental conservation, art, yoga, skiing, travel