

## OBJECTIVE

*Experienced and highly motivated paralegal with exceptional interpersonal communication, analytical and time management skills seeks employment in a fast-paced, high-energy legal environment*

## SKILLS

- SOFTWARE** | Microsoft Office Suite, WordPerfect, iWork, LexusNexus, Westlaw, Adobe Acrobat
- CUSTOMER SERVICE** | Strong verbal skills, professional appearance and demeanor, conflict resolution training
- RESEARCH** | Investigative and research skills utilizing electronic databases, internet, and library databases
- WRITING** | Comprehensive understanding of English spelling and grammar, Type 60 – 65 WPM

## PROFESSIONAL EXPERIENCE

### **KERN, NODA, DEVINE & SEGAL | SAN FRANCISCO, CA**

*Insurance Defense • Personal Injury • Construction Defect • Employment • Landlord-Tenant • Premises Liability*  
*Consistently demonstrated high aptitude, exceptional work ethic, time management and organizational, research and reporting skills leading to progressively increased responsibilities and expectations*

#### **Paralegal • Assistant Office Manager                      40 hours per week                      Fall 2009 - Present**

- Analyzes and summarizes medical, employment, Workers' Compensation, prison and insurance records
- Drafts discovery requests, mediation and arbitration statements, settlement conference statements and pre-trial briefs
- Upgrades office computers by installing antivirus programs, network printers, and network scanners
- Creates marketing materials such as flyers and brochures highlighting firm services
- Hires and trains junior legal assistants and secretaries

#### **Summer Law Clerk    15 hours per week    Summer 2009**

- Summarized recorded statements and deposition transcripts
- Organized recently opened files
- Reviewed and summarized records in increasingly complex cases

## INTERNSHIP EXPERIENCE

### **LELAND YEE FOR MAYOR | SAN FRANCISCO, CA**

*Exhibited excellent time management skills, oral and written communication, analytical writing and research skills while simultaneously maintaining full-time employment and full-time academic commitments*

#### **Special Assignments Intern    15 hours per week    Spring, 2011**

- Planned key fundraising events for 500+ people by managing teams of up to twenty interns and volunteers
- Conducted research and subsequently created policy proposals on key groups, issues and demographics

## EDUCATION / CERTIFICATES

### **UNIVERSITY OF CALIFORNIA, BERKELEY**

Paralegal Certificate

*Intellectual Property • Criminal Procedures • Tort Law • Legal Research • Legal Writing*

### **PORTLAND STATE UNIVERSITY**

Bachelor of Arts in Criminology

*Anticipates completion in Spring 2012*

### **UNIVERSITY OF SAN FRANCISCO**

Fall 2008 – Spring 2011

*Corporate Law • Research & Analysis • National Politics • International Relations • Foreign Policy • Rhetoric • Composition • Education • Technology • Psychology • Conflict Resolution*