Paralegal

*In Certification Training*

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Portland, Oregon 97210

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Alena I. Hoene

**Objective**

To obtain a full time career as a paralegal or legal assistant.

**Professional Profile**

I am currently studying at Portland Community College, majoring in Paralegal Studies.

I posses the following skills that are relevant to this position:

* Great communication
* Outstanding work ethic and organizational skills.
* Optimistic and extroverted personality
* Work well by myself or in a group setting

**Professional Accomplishments**

Institute for Paralegal Education

* Participated in the professional development seminar
  + Trial Preparation from Start to Finish for Paralegals
* Obtained a Certificate of Completion for this seminar on May 17, 2012

**Work History**

Taco Time International - Customer Service/Cashier/Cook

* Assisted Customers, prepared food, cleaned and maintained the store
* Employed June 2010 – May 2012

Hoene Hardware – Customer Service Associate/Sales Associate

* Assisted Customers in the purchase of hardware, appliances, and floor coverings. Cleaned and maintained sales floor. Stocked merchandise. Balanced registers.
* Employed November 2009 – January 2010

**Education**

Portland Community College – Currently attending

Lewis-Clark State College – August 2010-May 2012 (Studied Social Work and Paralegal Studies) GPA: 3.0

Prairie High School – August 2006-May 2010 (General Studies) GPA: 3.5