Alyce Dille

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**OBJECTIVE**

**SUMMARY OF**

**QUALIFICATIONS**

**EDUCATION**

**EMPLOYMENT**

**ACTIVITIES**

**AND AWARDS**

To obtain a position where I can learn and expand upon my skills in a legal setting.

* Experienced in customer service
* Experienced with multi-line phones
* Proficient in Microsoft Word, Excel, PowerPoint, Access, and Outlook
* Able to keyboard over 60 wpm along with 10-key
* Competent in legal research with books and electronically (Lexis Nexis)
* Able to multitask
* Quick learner

**The Law office of April Brinkman**

Paralegal Internship, Aril-May 2012, 99 hours

Tasks: Filing documents, drafting documents, email correspondence, calendaring, and client communication.

**Clark College**

Associate of Applied Science degree in Paralegal Studies, June 2012

GPA: 3.91 (4.0=A)

Courses: Legal Document Preparation, Insurance Claims Case Preparation, Probate and Estate Planning, Criminal Law, Business Law, Family Law, Legal Research, Legal Writing, Law Office Technology, Legal Ethics, Interviewing and Evidence, and Civil Law.

**Washington State University**

Bachelor of Arts in Criminal Justice, emphasis in Pre-Law, Dec 2009

Minor in Political Science - GPA: 3.3 (4.0=A)

Courses: Criminal Law, Juvenile Delinquency, Native American Law, and Constitutional Law

**Housekeeper** Rodeway Inn

Seasonal 2010 Vancouver, WA

Completed tasks with high attention to details

**Customer Service Rep.** Senvoy

Seasonal 2009-10 Portland, OR

Answered multi-line phones and entered data

**Customer Service Rep.** Lynden Transport

Seasonal 2006-09 Fife, WA

Multi tasked, scanned documents, worked with customers, and entered data

* **Honor Roll**- Vice Presidents List, Clark College
* Diversity in the Workplace **Trained**
* **Volunteered** with Clark County Juvenile Restorative Justice Program
* **Member** of Alpha Kappa Psi, Co-ed Professional Business Fraternity
* Fundraising Chair (Spring, 2008), 6-10 hours of community service per semester, leadership experience, and dedication.