Professional Profile

Career Objective

To secure a position in a law firm or other government entity that utilizes the skills of a legal professional with exemplary research, writing, and organizational skills.

Personal Profile

10+ years’ experience in clerical and administrative office support settings, two years’ experience in legal research, Shepardizing® cases, computerized legal research, transcription, and substantive law

Skills Summary

|  |  |
| --- | --- |
| * Microsoft Word 2003 Specialist * Keyboarding experience at 67 wpm * Ability to multitask multiple responsibilities and tasks * Competent at drafting legal documents, such as appeals, legal memoranda, and complaints | * Computerized legal research (e.g., Loislaw, Westlaw, and LexisNexis) * Excellent verbal and written communication skills * Broad extensive knowledge of legal terminology and legal office procedures * Machine transcription |

Professional Experience

Primary Functional Expertise

*Paralegal Extern, Lathrop Law Office, LLC, Fort Collins, Colorado*

* Assembled and organized exhibits for two divorce trials
* Filed and organized client files in preparation for opening, maintaining, or closing cases
* Ran files and legal documents to county court
* Deposited client payments and mailed legal correspondence

*Copy Room Attendant, Institute of Business and Medical Careers, Fort Collins, Colorado*

* Prepared copies for faculty, staff, and students and distributed in a timely manner
* Prepared and organized faculty curricula
* Managed multiple responsibilities efficiently
* Organized and distributed supplies and inventory

Secondary Functional Expertise

* Legal Documents
  + Extensive knowledge of various types of legal documents, ability to create legal forms, and excellent formatting skills
  + Thorough and proficient at editing and proofreading, with strict attention to detail and accuracy
* Legal Research
  + Proficient knowledge of Shepard’s and computerized legal research databases (Westlaw, Loislaw, and LexisNexis)

Education

Regis university college of professional studies – Denver, Colorado  
Bachelor of Science Degree, Criminology, *2011-present*

institute of business and medical careers – Fort Collins, Colorado  
Associates of Occupational Studies Degree-Paralegal Studies, *2008-2010*

**References Available upon request.**