|  |  |
| --- | --- |
| SUNIL NARAYAN | 📬 2220 SE 96th Dr., #7, Portland, Oregon 97216  🖁 (503) 459-8951 🖳 odissi20@outlook.com |

Legal Professional

Focus Areas: Ethics, Case Law, Methodologies & Procedure

|  |  |
| --- | --- |
| **CORE COMPETENCIES**  Time & Project Management  Legal Documentation  Writing & Oral Communication  Procedural & Substantive Legal Analysis  Investigation Planning  **EDUCATION**  **Associates of Applied Science in Paralegal Studies**  *Portland Community College*  *In Progress - 2014*  **Bachelors of Science in Criminology & Criminal Justice**  *Portland State University*  *2011*  **ACCOMPLISHMENT**  **Trillium Charter School**  Presented demographic research findings from evaluation of legal history of racial discrimination in Californian procedural law  **WEP (Women’s Empowerment Project)**  Provided technical assistance in development of an electronic file system constituting qualitative, quantitative and demographic data and statistics  **Office of Neighborhood Involvement**  Interviewed Public Safety Committee (PSC) Chairperson to collect data on progressive course of action in natural and artificial disaster prevention  **TECHNICAL SKILLS**  MS Office Suite (Excel,  Word, PowerPoint, Access)  Legal Software (Lexis Nexus, Fastcase, FreshBooks, Tabs3 & Clio)  Management (docketing, calendaring, trust account ledger, timekeeping) | **PROFILE**  Highly attentive, productive, service-oriented and meticulous. Committed to significant level of quality control in research studies. Background knowledge on substantive, procedural and case law. Adept in utilizing Office Technology (i.e. databases, documents, presentations and reports) for the purpose of assisting in the development of work product. Experienced in utilizing legal software for case law review, research and documentation. Adherence to professional ethics and duties of the workplace. Trained to recognize and evaluate patterns in criminal behavior. Experienced in utilizing multiple case reporters (official and unofficial) for procedural history research. Continually maintains office for efficiency and productivity.  **INTERNSHIP OVERVIEW**  **Research analysis (Volunteer Internship)**   * Managed file system comprised of official statistics and data on various types of abuse:   + - * Periodically screened for accuracy and completeness       * Reviewed, Revised and Reformatted files for readability       * Developed unsubstantiated findings to ensure validity * Conducted qualitative, quantitative and demographic research to disseminate new findings on victimization rates to the general public:   + Coded qualitative, quantitative and demographic data   + Interpreted cause-and-effect relationship   + Produced findings on various types of abuse   + Applied reasonable categorization to ensure cohesion in overall product * Utilized 160 pre and post surveys from 80 participants in the WEP:   + Thirteen groups represented in research   + Comprehended visually and contextually unclear text   + Safeguarded compiled data to ensure file system’s sustainability     **Cooperative Education (Internship)**  Conducted review of data on various types of abuse:   * Created file system for pre surveys from Groups I-VII * Produced statistical findings in qualitative, quantitative and demographic research * Coded all the mentioned types of data * Utilized Office Technology to produce reports, documents and presentation   .  **Community partnership**  Office of Neighborhood Involvement:   * Southwest Neighborhoods, Inc. – Public Safety Committee – Chairperson:   + Interviewed on community safety development and artificial disaster prevention   + Presented findings on artificial disasters in relation to topography in research paper   + Presentation on legal development in artificial disaster prevention   Portland State University:   * Senior Capstone – Social Justice Education - Trillium Charter School   + Interactive presentation for Grades 6-8   + Personal accounts of racial discrimination   + Findings on Supreme Court’s mistreatment of Chinese immigrants   + Objectives: historical enrichment and awareness of social injustice   **EMPLOYMENT HISTORY**  **Research Analyst Assistant**, Jul 2012 – Dec 2012  *Clackamas County Community Corrections, Oregon City, OR*  **Intern**, Jan 2011 – March 2011  *Clackamas County Community Corrections, Oregon City, OR* |
| **D** |  |