

Jennifer MacDonald

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QUALIFICATIONS

- Excellent organizational skills and attention to detail
- Motivated to learn
- Friendly, people-oriented, outgoing personality
- Work well in a team environment
- Ability to follow through and complete projects
- Works well with little or no supervision
- Conscientious, dependable, and trustworthy
- Fast learner, follow instructions, hardworking, and efficient
- Ability to manage a variety of responsibilities simultaneously
- Possess strong communication and written skills
- Able to identify and resolve problems
- Proficient in Microsoft Office Suite, Windows & Apple OS

EDUCATION

Lehigh Carbon Community College

Associates Degree in Applied Science: Paralegal Studies
Overall: 3.7 GPA; Paralegal Studies: 4.0 GPA
Deans Honor List, Phi Theta Kappa Honors Society, Cum Laude

Schnecksville, PA
May 2015

Kutztown University of Pennsylvania

Bachelors of Science: Criminal Justice, Minor: Sociology
Overall: 3.6 GPA
Deans Honor List, Member of Criminal Justice Association

Kutztown, PA
May 2014

WORK EXPERIENCE

Dunne Manning Inc. (f/k/a Lehigh Gas Corporation) **Paralegal Intern**

- Work primarily in the areas of corporate and commercial law and real estate and business acquisitions
- Provide assistance and prepare closing binders for real estate, business acquisition, and loan closings
- Form and qualify LLCs in DE, PA, VA, WV, TN, and MA
- Draft operating agreements, consents/resolutions, lease agreements and amendments, termination agreements, and various acquisition documents
- Assist with title review

Allentown, PA
May 2015- Present

Magisterial District Court **Summer Intern**

- Observed landlord-tenant disputes, summary trials, preliminary hearings, arraignments, civil hearings, and search warrant requests.
- Reviewed search warrants and protection from abuse orders.
- Attended night court for emergency preliminary hearings and warrants.
- Interacted with Lehigh County Courthouse employees including judges, district attorneys, law enforcement officers, public defenders, and pretrial services.

Emmaus, PA
Summer 2014

Lehigh Carbon Community College

Administrative Assistant to Professor (Criminal Justice Dept.)

- Answered phones, typed, filed, organized office, and coordinated meetings.
- Created PowerPoint presentations. Updated course materials.
- Staffed open house, answered questions and assisted incoming students

Schnecksville, PA
December 2010-December 2011

Bear Creek Mountain Resort & Conference Center **Guest Services**

- Provided courteous and friendly service to guests. Resolved conflicts.
- Prepared weekly schedules for the Guest Services department.
- Trained new team members with necessary skills to assist guests.

Macungie, PA
December 2008- May 2015

LICENSE AND CERTIFICATE

Certificate in Paralegal

May 2015

Pennsylvania State Notary Public

Commission Expires: September 2019