

Amy Patel

515 Cornelia St. Boonton, NJ 07005

Email: ajp499@jwu.edu Phone: 973-525-8104

OBJECTIVE:

To secure a paralegal/ legal assistant position in a successful firm where I can contribute my education and skills for the benefit of the attorneys and their clients.

EDUCATION:

Johnson & Wales University Providence, RI
Bachelor of Science in Criminal Justice November 2015
Presidential Scholarship Award (2012-2015)
Concentration: Political Science
Dean's List, GPA 3.31/4.0

- Course Work: *Criminal Law, Criminal Courts, Corrections, Criminology, Juvenile Justice, Criminal Procedures*
- Member of: *Criminal Justice Association, JWU Law Society, Criminal Justice National Honor Society, Division III Field Hockey*

WORK EXPERIENCE:

Intake Intern 08/15-11/15
Public Defender's Office, Family Court House Providence, RI

- Interviewed prospective clients for public defender and created client files, scheduled ongoing appointments, provided information and instruction as needed
- Reviewed client files and made referrals to social workers and investigative units
- Attended sessions of court, took notes on the proceedings, and interviewed clients
- Assisted attorneys with feedback about client as needed to help with case

Student Assistant 08/15-11/15
JWU Providence Campus Safety & Security Providence, RI

- Recorded parking permits into database
- Assigned public transport and parking permits to visitors and students
- Assisted in track down missing or stolen items such as campus id's within database

Court Appointed Special Advocate Intern 06/15-08/15
Family Court House Providence, RI

- Completed National CASA Volunteer and Aging Out Teens training programs
- Observed Court: DCYF, Juvenile Criminal, Domestic Violence, Drug, Adult Criminal
- Accompanied CASA social worker on home visits and assisted attorneys as needed
- Learned and helped with Legal office procedures such as putting together client files and typing up docket sheets

HIGHLIGHTS OF QUALIFICATIONS:

- Experience with Microsoft Office: Word /Excel/PowerPoint, Outlook
- Bi-lingual (English/Gujarati)
- Hands-on experience with legal databases
- Exceptional organizational and analytical skills
- A great team player, detail oriented with excellent communication skills