

## **Sheila S. O'Shea**

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678-296-6197

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### **Objective**

A paralegal position in a law firm that values strong organizational skills and attention to detail.

### **Professional Profile**

#### ***Legal Office Manager***

- Answered and directed calls; greeted visiting clients
- Scheduled appointments on calendar
- Drafted correspondence
- Tracked quantities of office supplies and placed orders as necessary
- Transcribed dictated recordings for time entries, correspondence and pleadings
- Managed monthly billing cycle
- Formatted and corrected wills, trusts, stock certificates and other documents for finalization
- Notarized signatures
- Reorganized filing cabinets
- Updated listing of active files for attorney
- Maintained and updated database of closed files and retrieved closed files from storage as necessary

#### ***Paralegal***

- Drafted pleadings, motions and correspondence for attorney review and signature
- Contacted Clerks of Court regarding progress of cases
- Scheduled hearings with courts and contacted local counsel to appear on firm's behalf
- Prepared real estate deeds for recording with Superior Court, including researching parcel numbers and filling in PT-61 Forms
- Uploaded Motions and Proofs of Claim to Georgia Bankruptcy Courts via PACER
- Formatted and corrected wills, trusts, stock certificates and other documents for finalization
- Prepared and mailed documents for the probate of estates
- Obtained copies of filed pleadings in bankruptcy cases via PACER
- Prepared all stages of immigration filings from initial collection of evidence to final package assembly
- Drafted job duties and minimum requirements for PERM applications
- Placed state workforce agency job listings and advertisements for PERM positions
- Drafted AC-21 portability letters for employer signature and filed letters with USCIS.
- Prepared consular instruction packages for visa applications for foreign nationals abroad
- Prepared affidavits, briefs and other evidentiary documents
- Communicated with clients via email, telephone and in person

### **Work Experience**

April 2014 – June 2014 • International Rescue Committee, Atlanta, Georgia • Immigration Program Intern

April 2013 – July 2013 • Lucy Lu & Associates LLC, Atlanta, Georgia • Junior Paralegal

July 2012 – January 2013 • Littler Mendelson, P.C., Atlanta, Georgia • Immigration Paralegal

June 2009 – July 2009 • Scroggins & Williamson, Atlanta, Georgia • Legal Secretary/Paralegal (Contract Position)

November 2007 – February 2009 • Cohen & Caproni, LLC, Atlanta, Georgia • Legal Secretary/Paralegal

February 2006 – September 2007 • Topping & Associates, LLC, Atlanta, Georgia • Paralegal

### **Education**

Emory Paralegal Program, Paralegal Certificate, 2005

Emory University, B.A., Creative Writing, 1992

**Additional Details**

Experienced with Outlook, Word, WordPerfect, Excel, Acrobat, INSZoom, Time Matters and TimeSlips.