Deandra Grant

415 Broad Street Second Floor South dee\_grant56@yahoo.com

Meriden, Connecticut 06450 (860) 402-6219

**Objective**

Obtain a full-time paralegal position that will utilize and demonstrate my strong paralegal skills.

**Internship& Education**

**Branford Hall Career Institute** Southington, Connecticut

Diploma in Paralegal Studies, Expected to Graduate April 2012 May 2011-April 2012

**Mastrianni& Seguljic, LLC Attorneys at Law** Plainville, Connecticut

January 2012-April 2012

* Successfully completed 210 hours of internship in the practice of law
* Witnessed will signings, witnessed signing of power of attorney, answered telephones, docketed dates on attorney’s calendar, worked on personal injury cases, called clients, filed paperwork, copied, scanned and faxed paperwork.

**Tunxis Community College** Farmington, Connecticut

Associates Degree in General Studies, Expected to Graduate Spring 2013

**Relevant Skills**

* **Legal Research & Writing**
* **Family Law**
* **Civil Litigation & Procedures**
* **Law & Ethics**
* **Tort Law**
* **Criminal Law**
* **Administrative Law**
* **Business Organizations**
* **Will Trusts & Estates**
* **Bankruptcy Law**
* **Contract Law**

**Experience**

**Sears Hardware** Bristol, Connecticut

Cashier, arranging merchandise for customer appeal. October 2006-January 2008

**Bristol Boys & Girls Club** Bristol, Connecticut

Assistant Teacher January 2008-Present

Assist head teacher for the after school program for kindergarten through fifth grade, provide a healthy and safe environment.