

# PENNY PAXMONT

100 First Street, West Genesee, NY 13051  
penny.paxmont@email.com  
(123)456-7890

Dedicated paralegal with a bachelor's degree and over seven years of experience working in Central New York. Understanding of both common Law practices and New York Legal standards. Proficiency in Legal software programs. Strong written and oral communication skills. Able to work independently or on a team.

## PROFESSIONAL EXPERIENCE

### STAFF PARALEGAL

CNY Legal Assistance, Syracuse, NY | January 2013-Present

- ◆ Perform Legal research in preparation for criminal and family Law cases, averaging twenty cases a month
- ◆ Prepare legal documents, such as subpoenas, motions and witness Lists
- Manage case files and documents, digitizing any physical documents
- Screen potential clients per the clinic's eligibility requirements

### PARALEGAL

Collins & Griffith Law Firm, Central Square, NY | August 2014 - December 2017

- ◆ Helped create subpoenas, motions, witness lists and other documents
- ◆ Assisted with Legal research for family law cases
- ◆ Liaised between attorneys and clients
- ◆ Answered phone calls, made appointments and oriented new clients

## EDUCATION

### BACHELOR OF ARTS IN PARALEGAL STUDIES

Syracuse University, Syracuse, NY | September 2010 - June 2014

### HIGH SCHOOL DIPLOMA

Liverpool High School, Liverpool NY | September 2006 - June 2010

## KEY SKILLS

- ◆ Familiarity with common Legal research strategies, citation methods and standards
- General familiarity with New York family law and criminal law practices
- Strong written communication, oral communication and time management skills
- Proficient in LexisNexis, Westlaw and Microsoft Office applications

## CERTIFICATIONS

- Certified Professional Paralegal
- The Paralegal Association, Tulsa, Oklahoma, December 2014