

Professional Experience

Paralegal

Cohen & Sons LLC, San Francisco, CA | September 2016 - Present

- Draft a range of legal materials, including client letters, pleadings, and memoranda
- Demonstrated ability to read, analyse and interpret legal documents, case law, and statutory law
- Conduct legal research, compile data, and prepare reports for presentations and court use
- Attend court hearings and assist the firm's principals as needed during trials

Paralegal

Miltock and Benson, Inc., San Francisco, CA | June 2014 - September 2016

- Report directly to firm's senior partner, handling a variety of tasks involved with corporate and business law, including research, writing, and analysis of past cases
- Maintained calendar and other confidential materials for senior partner
- Collaborated with business office manager to maintain and process billing and accounts receivable
- Assisted in drafting and filing of legal documents and correspondence **in** support of upcoming cases

Education

Associate Degree in Paralegal Studies

Bryant & Stratton College, San Francisco, CA | May 2014

- GPA: 3.4/4.0
- * Coursework included: Contract Law, Civil Litigation, Legal Research **and** Writing, Criminal Law and Procedures, Law Office Management and Technology

Bachelor's of Science in Political Science

University of Virginia, Charlottesville, VA | September 2013 - May 2017

- GPA: 3.7/4.0
- Coursework included: American Political Processes, International Relations, American Foreign Policy, Legal Frameworks for Change

Certifications

- ♦ Paralegal CORE Competency Exam (PCCE) certification, National Federation of Paralegal Associations, June 2019

**Mary
Russell**

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Dedicated paralegal with seven years of experience in the legal field. Well-versed in legal terminology and practice, with a well-developed understanding of procedures of law and court practices.

Key Skills

- ♦ Research
- Written and oral communication
- Accounts payable/receivable