

SAMPLE STUDENT

Palatine, IL 60067

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PROFILE

Paralegal with experience in management, data analysis, research, client relations, and collaboration. Excellent written and verbal communication skills. Ability to handle multiple projects while meeting strict deadlines in a fast-paced environment. Proficient in the use of standard research tools including Lexis and Westlaw as well as Microsoft Office applications.

PROFESSIONAL EXPERIENCE

Baylor, Smith & Associates, Chicago, IL

June 20xx to Present

Paralegal

- Provide administrative support for civil litigation firm's activities including drafting legal memoranda and client correspondences
- Gather and analyze research data such as statutes, decisions and legal codes, articles and documents and organize exhibits for trial
- Investigate facts and laws of cases and search sources such as public records to prepare cases
- Communicate and follow-through with outside agencies and lawyers
- Supervise and train secretarial staff and student interns
- Assist with scheduling and client meetings, prepare billings for clients, maintain attorneys' calendars and coordinate law office activities including delivery of subpoenas

The Legal Aid Society of Metropolitan Chicago, Chicago, IL

February 20xx to May 20xx

Paralegal Intern

- Interviewed clients for case intake and assisted with drafting complaints
- Prepared pleadings and discovery requests and responses
- Conducted legal research on actual cases
- Presented cases at Case Acceptance meetings
- Filed pleadings with court clerk under supervision of paralegal supervisor

SKILLS

LEXIS, Westlaw

E-Filing (Electronic Court Filing)

Clio Law Office Management System

Microsoft Office Word, Excel, PowerPoint and Access

EDUCATION

Harper College, Palatine, IL

Associates in Applied Science – Paralegal Studies Degree

May 20xx

PROFESSIONAL AFFILIATIONS

American Alliance of Paralegals

Illinois Paralegal Association