

JAMES L. THOMPSON
3446 Cherry Boulevard
Palatine, IL 60067
847.555.1212
jameslthompson@gmail.com

PROFILE

Highly organized and detail-oriented **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 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 20xx to 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

Westlaw, LEXIS
Microsoft Word, PowerPoint, Excel, Outlook

EDUCATION

Harper College, Palatine, IL
Associates in Applied Science – Paralegal Studies Degree May 20xx

Roosevelt University, Schaumburg, IL
Bachelor of Science Degree, Psychology May 20xx

PROFESSIONAL AFFILIATIONS

American Alliance of Paralegals
Illinois Paralegal Association