

**JAMES L. THOMPSON**  
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## **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**

Microsoft Word, PowerPoint, Excel, Outlook, Westlaw, Lexis

## **EDUCATION**

Harper College, Palatine, IL

Associates in Applied Science – Paralegal Studies

May 20xx

Roosevelt University, Schaumburg, IL

Bachelor of Science, Psychology

May 20xx

## **PROFESSIONAL AFFILIATIONS**

American Alliance of Paralegals

Illinois Paralegal Association