

## SAMPLE STUDENT

Palatine, IL 60067

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### PARALEGAL

Excellent researcher with strong verbal and written communication and analytical skills. Experience preparing legal documents and completing administrative tasks. Ability to handle multiple projects in a fast-paced environment, while maintaining strict confidentiality. Strong computer skills and familiarity with technology used in the legal field. Fluent in Spanish and English.

#### EDUCATION

Harper College, Palatine, IL

Legal Studies Certificate

Expected May 20xx

#### Relevant Coursework

Fundamentals of Legal Research

Family Law

Tort and Insurance Law

Corporate and Securities Law

Real Property Law

Litigation

Contract Law

Community Law

Bankruptcy Law

DePaul University, Chicago, IL

Bachelor of Science, History

May 20xx

#### SKILLS

LEXIS, Westlaw

E-Filing (Electronic Court Filing)

Clio Law Office Management System

Microsoft Office Word, Excel, PowerPoint, and Access

Fluent in Spanish and English

#### EXPERIENCE

Harper College, Palatine, IL

June 20xx to Present

##### Today's Law Office Course (Virtual Law Office)

- Participate in processes of medium-sized law firm with emphasis on litigation and contract work
- Perform legal analysis to solve clients' problems
- Create client letters, motions, memorandums, briefs, and deposition summaries
- Research and utilize information from case law, statutes, news sources, administrative law, and public records

Law Firm of Karm and Johnson, Arlington Heights, IL

September 20xx to Present

##### Administrative Assistant

- Answer phones, greet clients and schedule appointments
- Type documents, prepare correspondence and copy and scan e-file legal documents
- Maintain online court calendar
- Input case data into Excel spreadsheets
- Organize and maintain legal files

#### VOLUNTEER EXPERIENCE

CASA of Lake County, Vernon Hills, IL

July 20xx to Present

##### Volunteer Advocate

- Visit and observe children and significant others' behaviors and record findings
- Prepare written reports of findings for court hearings
- Attend court hearings, school, and interagency meetings

#### MEMBERSHIP

Illinois Paralegal Association, Student Member

October 20xx to Present