

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

Recent paralegal graduate seeking to gain a first experience in a law firm to utilize my knowledge of court procedures and research abilities.

Experience

Part-Time Receptionist - U.S. Small Business Administration Office / Location
2017 to 2020

- Represented the U.S. Small Business Administration while answering calls and provided callers with relevant resources.
- Educated small business owners about various SBA programs and their requirements.
- Scheduled meeting and conference room bookings.
- Managed a digital file system with over 3,000 application records.
- Helped update contact information and program requirements for a list of over 500 SBA-approved lenders.

Enter Job Position Here - Company / Location
MONTH YEAR – MONTH YEAR

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Project Experience

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Education

Paralegal Certificate Program - University of Miami
2022

- Learned about procedural rules through exercises, case studies, and mock exams.
- Acquired a solid knowledge of case management best practices.
- Developed expertise in ethics rules and case compliance.
- Practiced drafting legal documents.
- Completed seven research projects available via digital portfolio (insert link to online portfolio).

B.S. in Legal Studies - University of Central Florida
2017 to 2021

- Graduated with honors and a 3.9 GPA.
- Studied basic principles of law and gained a thorough understanding of the legal system.
- Became familiar with paralegal research tools like FastCase, PocketJustice, and Logikcull.
- Gained the ability to perform a thorough legal analysis of civil and criminal cases.

Skills

Expertise

- Legal research
- Excellent analytical and critical thinking abilities
- Strong administrative skills
- Verbal and written communication
- Detail-oriented

Licenses & Accreditations

Licenses Licenses & Accreditations

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