**Paralegal Resume Sample**

(xxx)-xxx-xxxx | [your@email.com](mailto:your@email.com) | 123 Your Address, City, State, Zip Code

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**CAREER OBJECTIVE**

Paralegal graduate with 2 years of experience, specializing in preparing affidavits, briefs, legal correspondences, and other legal documents. Organized, hard-working individual seeking to apply academic training under an attorney for hands-on work experience. Interested in working for a boutique law firm with a focus on criminal defense or personal injury.

**PROFESSIONAL EXPERIENCE**

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Goodman & Associates, Albuquerque, NM September 2015 - Present

*Paralegal Intern*

* Organized and copied exhibits for 3 major cases; currently assist senior paralegals with Bates Stamping their exhibits for any upcoming trials.
* Improved filing database by systematically arranging litigation files and introducing an improved file-opening checklist, resulting in a 15% reduction in the time it takes to catalogue new cases.
* Schedule and conduct interviews with clients and professionals to discuss details and nature of each case.
* Prepare and file affidavits, legal correspondence, and other legal documentation for in-house attorneys and partners.
* Experienced with filing pleadings and preparing wills, appeals, contracts, and briefs.

Wroklaw Offices, Las Cruces, NM June 2012 – August 2015

*Secretary*

* Identified laws and court decisions relevant to client cases by reviewing legal publications and performing database searches.
* Organized and maintained company’s law libraries, case files, and various legal documents.
* Assisted in mailing, faxing, and delivering company’s documents and correspondence with clients, court officials, and witnesses.
* Prepared and processed over 100 summons, complaints, motions, pretrial agreements, subpoenas, and other legal documents.
* Attended annual, non-compulsory in-house training and improvement sessions to remain up to date on industry best practices and policy.

**EDUCATION**

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Associates Degree, Paralegal Studies, Cape Fear Community College, May 2012

3.5 GPA

**ADDITIONAL SKILLS**

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* Intuit Quickbooks certified
* LexusNexus certified
* Proficient in Adobe Acrobat and Microsoft Office Suite