



Sample Resume – Paralegal

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OBJECTIVE: To obtain a position as a paralegal where I can utilize my experience and education

SUMMARY

- Associate of Technical Arts, Paralegal
- Six years of accounting experience
- Excellent attention to detail; very well organized
- Avid investigator and researcher of facts and law
- Consistently take initiative to learn new tasks and increase job responsibilities
- Skilled in Westlaw, Word, Excel, Access, PowerPoint, and Outlook

EDUCATION

Associate of Technical Arts, Paralegal, Honors
Edmonds Community College

June 2009

- Two case briefs used as models for entire class
- Drafted pleadings, wrote and carried out discovery plan, answered opponent's discovery requests, and created Motion for Summary Judgment
- Researched and Shephardized statutes and cases
- Wrote 19-page Memorandum of Law
- Completed Trial Preparation projects

PARALEGAL INTERNSHIP

Attorney Elizabeth Smith

Smith, Peters, and Johnson

Spring 2009

- Interviewed client, researched the law and wrote brief for an immigration case
- Researched statutes regarding Limited Liability Companies and Writs of Attachment
- Located defendants' real properties in King and Snohomish County
- Procured public records from state agencies
- Served process and drafted affidavit of return of services
- Filed and served court documents
- Prepared exhibits and calculated special damages for settlement brochure
- Organized three-year backlog of tax and financial records for a business

WORK EXPERIENCE

Accounting Clerk, Bank of USA

2005 - 2008

- Balanced general ledger accounts and accounts receivable
- Trained employees in other cities
- Researched and balanced all teller and cash machine discrepancies