

Jonathan Mundus
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Profile

Knowledgeable paralegal with an associate degree. Experienced in legal research, legal file digitization and trial document preparation, and have the soft skills necessary to liaise between attorneys and clients. Strong organizational and time management skills, keeping case documents in order and ensuring deadlines are met. General law experience and, more specifically, personal injury law.

Key Skills

- Familiar with legal research best practices
- Proficient in Westlaw, LexisNexis, and Microsoft Office
- Strong written and verbal communication skills
- Work well with others
- Good time management and organizational skills

Education

Associate of Paralegal Studies

Onondaga Community College, Syracuse, NY, September 2017 - May 2019

High School Diploma

Watertown High School, Watertown, NY, September 2012 - June 2016

Professional Experience

Paralegal, Jenkins Law Firm, Watertown, NY

June 2019 - Present

- Draft pleadings, witness lists and motions for trials
- Assist with research for personal injury lawsuits
- Manage case files and documents
- Digitize physical documents in the electronic filing system
- Act as liaison between attorneys and clients

Legal Intern, Clearwater Law Firm, Liverpool, NY

January 2019 - May 2019

- Drafted motions, subpoenas and complaints
- Transcribed interviews between attorneys and clients
- Assisted with legal research for cases