

Penny Paxmont
(123) 456 -7890
penny.paxmont@email.com
100 First Street, West Genesee, NY 13031

Profile

Dedicated paralegal with a bachelor's degree and over seven years of experience working in Central New York. Understanding of both common legal practices and New York legal standards. Proficiency in legal software programs. Strong written and oral communication skills. Able to work independently or on a team.

Professional Experience

Staff Paralegal, CNY Legal Assistance, Syracuse, NY

January 2018 - Present

- Perform legal research in preparation for criminal and family law cases, averaging twenty cases a month
- Prepare legal documents, such as subpoenas, motions and witness lists
- Manage case files and documents, digitizing any physical documents
- Screen potential clients per the clinic's eligibility requirements

Paralegal, Collins & Griffith Law Firm, Central Square, NY

August 2014 - December 2017

- Helped create subpoenas, motions, witness lists and other documents
- Assisted with legal research for family law cases
- Liaised between attorneys and clients
- Answered phone calls, made appointments and oriented new clients

Education

Bachelor of Arts in Paralegal Studies

Syracuse University, Syracuse, NY, September 2010 - June 2014

High School Diploma

Liverpool High School, Liverpool, NY, September 2006 - June 2010

Key Skills

- Familiarity with common legal research strategies, citation methods and standards
- General familiarity with New York family law and criminal law practices
- Strong written communication, oral communication and time management skills
- Proficient in LexisNexis, Westlaw and Microsoft Office applications

Certifications

Certified Professional Paralegal

The Paralegal Association, Tulsa, Oklahoma, December 2014