

# Jonathan Mundus

123 Main Street, Fort Drum, New York 13602  
jonathan.mundus@email.com  
(123) 456-7890

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.

## 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

## 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

## 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