



Kimberly Clarkson

Certified paralegal with over 10 years of experience including five years in North Carolina family and custody law. Draw on deep knowledge of common legal practices, documents, and standards. Quickly adapt to new work challenges and industry conditions.

Professional Experience

Staff Paralegal

Legal Assistance of North Carolina, Chapel Hill, NC | January 2018 to present

- Conduct legal research for family court and custody cases
- Prepare motions, subpoenas, complaints, and witness lists for attorneys
- Manage case files and associated documents
- Serve as liaison between attorneys and clients to ensure positive, productive communications at all points
- Screen potential clients for subsidized legal assistance

Paralegal

Cowell Law Firm, Greensboro, NC | June 2012 to December 2017

- Contributed to legal research for upcoming trials
- Prepared motions, subpoenas, complaints, and witness lists
- Digitized physical documents in the electronic filing system

Legal Assistant

Anker & Collo, LLC, Durham, NC | September 2010 to May 2012

- Helped draft motions, subpoenas, complaints, and other legal documents
- Assisted with legal research for upcoming trials
- Uploaded physical documents to the digital legal filing system

Carolina Beach, NC 28425
kimberly@email.com
(123) 456-7890
www.linkedin.com/example

Education

Bachelor of Arts — Legal Studies
University of North Carolina,
Chapel Hill | 2014

Associate of Arts — Paralegal
Studies

Alamance Community College, Durham,
NC | 2012

Key Skills

- Legal file digitization
- Legal research standards
- Strategic time management
- Task prioritization
- Team collaboration
- Trial document preparation
- Writing, editing, proofreading

Credentials

- Family Law Paralegal Specialist
Certificate, Duke University,
Durham, NC | 2017
- Registered Paralegal, The National
Federation of Paralegal
Associations, Minneapolis, MN |
2012