

Name

email ❖ Phone-Number❖ City, State

EDUCATION

Community College

September 2016 - May 2019

Associate's Degree, Paralegal Studies

- 3.2 GPA
- ABA Approved paralegal program
- Phi Theta Kappa Honor Society
- Awarded Dean's List each semester for majority of college career

Relevant Coursework

- Legal Research & Writing; Legal Document Drafting
- Virginia State and Federal Procedure
- Information Technology for the Paralegal

WORK EXPERIENCE

Paralegal Internship

December 2018 – May 2019

- File Chapter 7 & 13 bankruptcy petitions for non-business debtors using Best Case bankruptcy software
- Conduct interviews with clients to gather financial information for bankruptcy questionnaires

Banks

June 2018 – May 2019

Bank Teller

- Consistently exceeded personal monthly sales goals by 50%, along with significantly contributing to team goals
- Promoted from seasonal to permanent teller before 30-day grace period ended
- Awarded "Customer Service Champion" role after 3 months of hiring
- Review and file paperwork
- Greet and guide clients to the appropriate staff in a friendly and professional manner
- Process financial transactions for clients (deposits, loan payments, etc.)

PetSmart

May 2014 – January 2017

Pet Care Associate

- Promoted from cashier
- Regularly received praise from customer surveys and management for strong customer service ability
- Review and file veterinary documents for store pets
- Assist with customer inquiry and provide product recommendations

SKILLS

Strong organizational skills; experience in an office setting; able to work independently and in a collaborative and stressful environment; effective communication ability; proficient with computers; familiarity with Microsoft Office Suite applications; always eager to learn new skills