

PATRICIA PARALEGAL

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SUMMARY OF QUALIFICATIONS

- Reliable individual with desire to make a difference
- One year of legal office experience preparing legal documents, including briefs, pleadings, appeals, wills, contracts, and real estate closing statements
- Organized, accurate, and task-oriented
- Proficient in Microsoft Office and QuickBooks

EDUCATION

Northeast Wisconsin Technical College, Green Bay, WI
Paralegal Program, Associate Degree

May 2020

- Related Coursework:
 - Civil Litigation
 - Legal Research
 - Law-Family
 - Law-Employment

Real Estate Law
Administration of Estates
Legal Writing
Legal Criminal Procedures

INTERNSHIP EXPERIENCE

Legal Assistant

June 2019 – January 2020

Anderson Law Office LLC, Appleton, WI

- Effectively organized legal information
- Provided office support in property law, probate, estate planning, and litigation
- Drafted pleadings, motions, and legal briefs
- Prepared, analyzed, and compiled data for new estates

WORK EXPERIENCE

Bank Teller

October 2016 - April 2019

USA Bank, De Pere, WI

- Greeted customers, answered customer hotline
- Opened customer checking and savings accounts
- Responsible for daily deposits
- Prepared various documents for loan department

AFFILIATIONS

- *Active Member*, Phi Theta Kappa Honor Society
- *Active Member*, Paralegal Association of Wisconsin

December 2018 – Present
January 2019 – Present

COMMUNITY INVOLVMENT

- Circles of Support, Green Bay, WI
- Boys and Girls Club of America, Green Bay, WI

August 2016 – Present
July 2016 – July 2018