

**Dee Fendant**

1000 Bay Beach Road, Green Bay, WI 54301  
920.123.4567 | dee.fendant@gmail.com

**SUMMARY OF QUALIFICATIONS**

- 1 year of legal office experience preparing legal documents, including briefs, pleadings, appeals, wills, contracts, and real estate closing statements
- Reliable individual with desire to make a difference
- Strong communication skills, both written and verbal
- Active and collaborative team player
- Detail-oriented; organized, accurate, and manages time efficiently
- Critical thinker, problem solver, and decision maker
- Proficient in Microsoft Office Suite

**EDUCATION**

**Northeast Wisconsin Technical College**, Green Bay, WI

*Legal Studies/Paralegal Associate Degree*

December 2024

- 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 2023 – Present

*Anderson Law Office LLC*, Appleton, WI

- Effectively organizes legal information
- Provides office support in property law, probate, estate planning, and litigation
- Drafts pleadings, motions, and legal briefs
- Prepares, analyzes, and compiles data for new estates

**WORK EXPERIENCE**

**Bank Teller**

October 2021 – June 2023

*USA Bank*, De Pere, WI

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

**Shift Leader**

*McDonald's*, Hobart, WI

August 2019 – October 2021

- Supervised a crew of 6 people by creating daily responsibility charts and scheduling
- Handled complaints and comments
- Configured end of night paperwork
- Balanced cash registers and made daily bank deposits

**AFFILIATIONS**

- Active Member, Phi Theta Kappa Honor Society December 2023 – Present
- Active Member, Paralegal Association of Wisconsin January 2023 – Present

**COMMUNITY INVOLVMENT**

- Circles of Support, Green Bay, WI August 2023 – Present