**JOHN DOE**

(503) 978-5600 john.doe @pcc.edu

**PROFILE**

* Paralegal assistant seeking career advancement with recent paralegal education
* Five years of administrative experience including customer service

**PARALEGAL ASSISTANT EXPERIENCE**

George & Smith LLC– Portland, OR

**Paralegal Assistant – Mo/Year – Mo/Year**

* Assisted with trial and deposition preparation for up to five cases simultaneously
* Prepared evidentiary notebooks, organized information according to attorney preference
* Filed and number stamped documents, insured contents were accurate and complete
* Conducted computer data input and retrieval for seven Litigation Paralegals

Simon & Simon – Portland, OR

**Paralegal Assistant – 3/02-3/06, File Clerk – 9/01-3/02 Mo/Year – Mo/Year**

* Organized trial and deposition information for up to three cases simultaneously
* Contacted Westlaw help desk or paralegals about incorrect citations for evidentiary notebook preparation
* Filed and number stamped documents, performed quality control on all documents
* Conducted computer data input, and retrieval for four Litigation Paralegals
* Provided front desk reception, screened and directed callers to appropriate personnel

Lee & Snick – Portland, OR

**File Clerk – Mo/Year – Mo/Year**

* Filed legal documents
* Processed all incoming and outgoing interoffice, courier and U.S. mail, routed material to 25 staff
* Maintained all offsite files and worked with vendors for file management
* Provided front desk support; inventoried and ordered all office supplies

**ADMINISTRATIVE EXPERIENCE**

Public Media, Inc. – Portland, OR

**Media Analytics Coordinator – Mo/Year – Mo/Year**

* Transferred raw data into database for six accounts
* Checked approximately 15-20 fields and noted data discrepancies
* Investigated unusual information and contacted vendor for clarification
* Generated daily and weekly reports for client and internal use

Landis Group – Portland, OR

**Office Coordinator – Mo/Year – Mo/Year**

* Processed all incoming and outgoing interoffice, courier, and U.S. mail
* Manage all international and domestic shipments

**EDUCATION**

**Paralegal Certificate,** Portland Community College **–** Portland, OR **(expected Fall 20XX)**

**COMPUTER SKILLS**

Concordance, Legal Key, Lexis Nexis, LiveNote, Pacer, Summation, Westlaw, MS Office, Google