

## ASPIRING PARALEGAL

*Motivated individual with outstanding investigative and administrative skills and a proven job record that reflects an enduring determination to succeed*

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## SUMMARY OF QUALIFICATIONS

- ♦ Recently-certified paralegal with a diverse background that includes six months as an intern with the Superior Court of New Jersey.
  - ♦ Highly-effective communicator with excellent interpersonal skills. Able to establish rapport with people at all levels. Polished and professional in all dealings. Effective intermediary skilled in facilitator role.
  - ♦ Strong track record in meeting deadlines. Organized in approach and thorough in follow-through. Flexible in the face of changing circumstances. Resourceful in finding alternative solutions.
  - ♦ Demonstrated commitment to life-long learning. Inquisitive by nature. Passionate about law.
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## EDUCATION

FAIRLEIGH DICKINSON UNIVERSITY, Madison, NJ

Certificate of Completion, Paralegal Studies Program, 2005 (Graduated with honors from this ABA-approved program.)

STEVENS INSTITUTE OF TECHNOLOGY, Hoboken, NJ

MS in Management, 1992

BLOOMFIELD COLLEGE, Bloomfield, NJ

BS in Business Administration, 1982

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## SELECT ACCOMPLISHMENTS

- **Paralegal Internship:** Gained familiarity with Complimentary Dispute Resolution Program. Assisted with checking in litigants and assigning cases to arbitrators. Completed administrative project for presiding judge that included surveying attorneys to review case awards. Developed color-coded spreadsheet to help court officers track attorney compliance with training requirements. Worked with pleadings, entering complaints and name changes into Automated Case Management System to generate docket numbers. Participated in broad range of other activities to gain exposure to the legal process.
  - **Paralegal Training:** Built knowledge of complaints, motions, and applying court rulebook through paralegal coursework. Highly motivated to learn, frequently went beyond scope of class requirements, reading cases on own to integrate lessons.
  - **Project Management:** In earlier career as certified project manager, developed and implemented challenging project plans and schedules while consistently meeting all project timelines. Managed administrative aspects of key projects, serving as intermediary between units to facilitate implementation.
  - **Administrative Support:** Established reputation for exemplary service while holding various administrative positions in support of key projects. Coordinated departmental communications, serving as liaison between management and staff. Planned, scheduled, and coordinated meetings and business functions.
  - **Supervision:** Hired, trained, supervised, and mentored administrative support staff consisting of bargaining employees. Distributed assignments and monitored performance. Instituted cross-training program that allowed for greater flexibility in making assignments, ensuring coverage and minimizing workflow disruptions.
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## PROFESSIONAL EXPERIENCE

Intern, SUPERIOR COURT OF NEW JERSEY, SALEM CIVIL DIVISION, Jul 2005 to Dec 2005

Licensed Sales Associate, PRUDENTIAL RESIDENTIAL BROKERAGE, 2003 to 2005

Project Manager (and various other administrative positions), BELLCOM CORPORATION, 1980 to 2002

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## COMPUTER SKILLS

Microsoft Word, Excel, PowerPoint, Project, TitleExpress. Internet and e-mail applications.

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