**Name**

Street address, Apt XX, City, State Zip code

555-555-5555 ⎜ flna1111@stu.hostos.cuny.edu

**SKILLS**

* Accuracy & attention to details
* Research using Westlaw & LexisNexis
* Fluent in English & Spanish
* Excellent planner and coordinator
* Intermediate: Microsoft Suite
* Front desk management
* Strong negotiation skills
* Client service
* Initiator and leadership

**PROFESSIONAL EXPERIENCE**

**LAW OFFICE OF EVAN KOHN, LLP**

*Paralegal-Internship ⎜Bronx, NY ⎜August 2016-Present*

* Engage visitors and conduct client interviews with attorney.
* Observe court cases with attorney and drafted summaries.
* Communicate pertinent information to clients via phone.
* Prepare and review legal briefs, motions and pleadings.

**EAST HARLEM TUTORIAL PROGRAM**

*Office Assistant* ⎜*New York, NY* ⎜*September 2013-January 2015*

* Managed front desk operations and scheduled tutorial sessions.
* Directed guests, routed deliveries and courier services.
* Distributed incoming mail to departments and staff.
* Purchased supplies in compliance with office budget.

**THE JEWISH BOARD OF FAMILY AND CHILDREN SERVICES**

*Office Assistant* ⎜*Bronx, NY* ⎜*May 2011-August 2013*

* Greeted employees and visitors upon arrival.
* Organized all new hire, security and temporary paperwork.
* Assisted office manager in executing daily operations.
* Corresponded with clients via email and phone.
* Quickly addressed clients concerns.

**EDUCATION**

**A.A.S. Degree: Public Interest Paralegal Studies**

*Hostos Community College/CUNY*

Bronx, NY ⎜ August 2014-Present