#  FIRST NAME LAST NAME

**120 Walton Avenue, Apt. 2B Bronx, NY 10451**

718.423.1111 email@gmail.com

# Education

 **Hostos Community College/CUNY**, Bronx, NY

 A.A. Degree: Criminal Justice, June 2016

# Highlights

* Bilingual in English/Spanish
* Daily docket reports
* Multi-line switchboard
* Order and request filing
* Case management
* Westlaw and LexisNexis

Knowledge of copyright law

* Court report documentation
* Court reporting
* Documatrix
* Office management
* Database management

# Major Courses

Introduction to Criminal Justice, Role of Police in the Community, Corrections and Sentencing,

Criminal Law, Criminology, American Government, Introduction to Sociology

# Experience

12/14-Present **The Law Office of William Waldner**, Bronx, NY

 Legal Assistant

* Assist clients and answer questions or concerns.
* Answer telephones, provide information to new clients and direct calls.
* Organize and coordinate document searches.
* Prepare witnesses and prepare additional materials for case preparation.
* Proofread papers, organize exhibits and create document indices for motion filing.
* Work with attorneys to prepare and file all court documents.
* Act as liaison and fulfill request among firms, clients, outside counsel and others.

01/15-05/16 **Hostos Community College**, **Criminal Justice Department**, Bronx, NY

 Research (Intern)

* Assisted faculty with organizing research materials.
* Collected, photocopied and filed research documents.
* Conducted research using online journals, magazines and newspapers.
* Administered surveys based on research conducted.

02/12-07/14 **Jefferson Houses**, New York, NY

 Administrative Assistant

* Greeted visitors; responded to telephone and in-person requests for information.
* Photocopied documents, sent faxes and handled all incoming and outgoing correspondence.
* Drafted meeting agendas, supplied advance materials and executed follow-up for meetings.
* Maintained front desk and reception organized.