**Harry Hostos**

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###### 555-555-5555

# SUMMARY

# Recent graduate seeking a paralegal position. My background includes drafting memoranda, providing administrative support and conducting legal research. Excellent interpersonal, phone and digital communication skills.

# EDUCATION

**A.A.S. Degree: PUBLIC INTEREST PARALEGAL STUDIES**

Hostos Community College/CUNY, Bronx, NY

June 2016

**SKILLS**

* Bilingual: English & Spanish
* Intermediate in Word, PowerPoint, Excel, and Outlook
* LEXIS and Westlaw database
* Familiar with media duplication and various document formats
* Converting files in multiple formats
* Strong organizational skills

# RELEVANT COURSEWORK

* Legal Writing
* Hearing & Trial Advocacy
* Legal Research
* Law & Evidence

# EXPERIENCE

**PARALEGAL INTERN**, Bronx, NY [August 2015-Present]

Community Legal Services

* Answer phone calls, transfer calls and assist clients with questions.
* Interview 20 clients weekly for case intake.
* Draft complaints, health proxies and living wills.

**LAW CLERK**,Bronx, NY [September 2013-January 2015]

Law Office

* Compiled appellate briefs, draft motions and complaints.
* Investigated and prepared memoranda on corporate and contract law.
* Interpreted relevance of law to clients during attorney-client conferences.

**LEGAL ASSISTANT**, New York, NY [May 2011-August 2013]

Civil Court

* Collected information and drafted decisions on motions.
* Prepared and wrote memoranda on various subjects.
* Observed and participated in pre-trial conferences with attorney.