

Larry Lawyer

987-123-4567

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EDUCATION

Clarion University of Pennsylvania, Clarion, PA (AACSB International Accredited)

Bachelor of Science in Business Administration, May 2020

Major: **Paralegal Studies**-Advanced Paralegal Certificate

Minor: Philosophy

GPA: 3.7/4.0

RELATED WORK EXPERIENCES

Intern – Paralegal, Scott H. Baxter Law Office, Clarion, PA

July 2018-August 2018, 55 hours

- Gathered and analyzed research data, such as statutes, decisions, and legal articles, codes, and documents
- Prepared legal documents, including briefs, appeals, wills, and contracts closing statements
- Investigated facts and law of cases and searched pertinent sources, such as public records and internet sources, to determine causes of action and to prepare cases
- Shadowed various court proceedings to include divorce, PFA, and custody cases
- Basic office operations including secretarial and assistant duties

Intern – Paralegal, Sawyer Law, Clarion, PA

May 2017-June 2018

- Executed work related tasks given by superiors, which included: entering legal documents into Microsoft Word and Excel and proofreading legal documents for grammatical errors
- Maintained a high level of client confidentiality on a day-to-day basis

WORK EXPERIENCE

Community Assistant, Clarion University, Clarion, PA

January 2018-Present

- Responsible for supervising a floor of 50 students
- Plan and coordinate local and community events
- Enforced university policy and conduct reports

Assistant Manager/Delivery Driver, Pizza Pub, Clarion, PA

February 2016-May 2018

- Work in a fast-paced environment and completed multiple objectives simultaneously
- Assisted manager with balancing the drawer and managed daily transactions averaging \$5,000
- Maintained quality relationships with 6-8 team members on a daily basis to preserve an efficient level of customer service

LEADERSHIP AND UNIVERSITY INVOLVEMENT

- Vice President and Philanthropy Chair, Parliamentarian of InterHall Council, January 2017-Present
- National Residence Honorary Hall, August 2017-Present
- Treasurer for Residence Hall Council, August 2017-May 2018