

JANE SMITH

Baltimore Metro Area ▪ (xxx)xxx-xxxx ▪ Jane_S @ubalt.edu

EDUCATION:

Bachelor of Science, Business Administration, Pre-Law

December 20XX

University of Baltimore, Baltimore, MD

Associate of Applied Science in Paralegal Studies

December 20XX

Community College of Baltimore County, Catonsville, MD

Overall GPA: 3.90

Legal Studies Coursework:

Introduction to Law

Legal Ethics & Law Office Practice

Practice and Procedure

Legal Research and Writing

Business Law

Estate Administration

Advanced Legal Research

Tort Law

Family Law

EXPERIENCE:

Legal Intern

August 20XX – December 20XX

SAO Hargrove District Court, Baltimore, MD

- Assisted State's Attorney during court proceedings
- Drafted letters and legal documents including, but not limited to subpoenas
- Filed documents with the court
- Uploaded discovery to Judicial Dialogue database
- Created cover sheets for case intake
- Located and interviewed witnesses
- Assisted the attorney in preparing for trial by overviewing and organizing exhibits

Paralegal Intern

June 20XX – August 20XX

OAG Department of Public Safety and Correctional Services, Pikesville, MD

- Drafted letters and legal documents including, but not limited to pleadings and interrogatories.
- Filed and updated pleadings with the appropriate courts.
- Conducted research utilizing MD Judicial Case Search and Lexis-Nexis
- Accurately created, organized, updated and close case files.
- Assisted legal staff as directed
- Proofread legal documents prior to their submission to the Court Clerk
- Assisted the attorney in preparing for trial by organizing exhibits
- Collected and analyzed research data, including statutes, decisions, and legal articles, codes, and documents.
- Investigated facts and law of cases and search pertinent sources, including public records

Server and Trainer

20XX – Present

Charlestown Retirement Communities, Baltimore, MD

- Serve residents and guest meals in a friendly, service-oriented manner
- Train new wait staff

LANGUAGES:

English, Spanish (basic)