

Preferred Full Name (Personal Pronouns)

City, State

Phone Number | Email | Updated LinkedIn URL

SUMMARY

Certified paralegal with legal experience ranging from personal injury, immigration law, criminal law, business litigation, and international arbitration. Fluent in French and Haitian Creole; excellent oral and written communicator; experienced legal researcher and writer. Seeking a full-time paralegal position in a family law practice.

SKILLS

- Westlaw | LexisNexis | Bloomberg
- Legal Writing Editing, ALWD and Bluebook
- Research and Analysis of Legal Claims
- Objective and Persuasive Memorandum

EDUCATION

Suffolk University, Boston, MA Sept. 2017–Expected May 2021

Bachelor of Science, Double Major in Political Science and Applied Legal Studies

Certified Paralegal

Relevant Courses: Corporate Law, Legal Research and Writing I and II, Family Law, Law of Contracts

Activities: Mock Trial (Vice President), Black Student Union

Honors & Awards: AMTA Outstanding Attorney (2016), U.S. Student Representative in Prague (IYLC)

PROFESSIONAL EXPERIENCE

Baxter Law Partners LLP, Boston, MA Oct. 2019–Present

Paralegal & Projects Manager

- Draft objective memorandum assessing case for potential new client
- Work directly with managing partner and associates to obtain a multimillion dollar judgment on major client in international arbitration
- Assist attorneys with paper and electronic discovery; document production; court filing; and trial preparation
- Manage legal research projects using Westlaw, LexisNexis, Bloomberg, and PACER
- Oversee the firm's filing and database, close cases, and manage the off-site storage of files and retrievals

O'Reilly & Donahue, Boston, MA Jan. 2017–May 2018

Immigration Paralegal

- Interviewed and gathered intake information for new clients
- Served as the liaison to facilitate communication between French and Creole speaking clients and attorneys
- Assisted the attorneys in preparing asylum, and deportation cases for the U.S. Department of Homeland Security
- Prepared and filed citizenship, family petitions, green card, and work authorization packages
- Conducted research on origin countries of asylum seekers
- Drafted motions and client court correspondence

Senator Mark C. Montigny, Boston, MA May 2017–Aug. 2017

Legislative Aide

- Assisted Senator Montigny in submitting a bill for state constitutional amendment on student health insurance which resulted into a new law
- Outreached to other Senators and State Representatives regarding legislations
- Assisted Senator and chief of staff within Senate sessions
- Conducted legal research on existing laws and proposed amendments
- Attended hearings, took notes, managed schedule and answered constituents calls and concerns

Law Offices of Jeffrey S. Freeman, Boston, MA Nov. 2015–Jan. 2016

Legal Assistant

- Reviewed client medical records and police reports for motor vehicle accident cases
- Contacted insurance companies regarding settlements negotiations
- Assisted attorneys and provided administrative support with worker's compensations cases