|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Sam Jones****Certified Paralegal** | | samjones@gmail.com | |  | | **T:** 213-555-0198 | |  | | SAMJONES.com | |  | | **summary** Motivated and hard-working medical malpractice litigation paralegal with 5+ years of experience. Seeking to utilize skills as a strong research assistant and shape organization, client communications, and trial preparation. Successfully managed over 50 individual clients both before and after trial. Proficient in Arabic. | | **Skills**  Strong research skills | Time management | Attention to detail | Adaptability | Communication  Problem-solving | Amiability | |  | |  | | --- | | **Experience**Litigation ParalegalJohnson Law Firm | St. Louis, MI 2015 – 2021Analyzed and investigated facts related to cases as requested by attorneys.Researched relevant laws, legal articles, and regulations as necessary.Drafted and distributed routine correspondence and other legal documents within the firm.Proofread and created reports, court transcripts, and other documents | | **EDUCATION**Associate’s Degree, Paralegal StudiesSouthern Missouri Community College | Springfield, MI2013 – 2015Earned a cumulative GPA of 3.75 President of Model United Nations | | **Hobbies and Interests**  * Writing * Reading * Volunteering at local women’s shelter | |