

HIRE MEEY

123 Supreme Court Way
Portland, OR 97217
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Paralegal internship

EDUCATION

AAS, Paralegal, Portland Community College, Portland, OR

expected 12/2016

Dean's List entire tenure

GPA 3.0

Awarded several competitive scholarships 2015-2016

Program & Paralegal Activities:

- Paralegal Club and Leadership Team for PL Career Day
- OPA – Member since 2015
- Oregon Notary Public – Commission No. 941026

SKILLS

- Highly competent with Adobe Pro, Dreamweaver, MS Word, Access, Excel, PowerPoint, Publisher
- Experience with eCourts, OJIN, CaseMap, eScan-it, OneNote, and LexisNexis
- Proficient in document management, including scanning, organizing, filing, and storage
- Document drafting, proofreading, and editing
- Reception/clerical duties, including a multi-line phone system assisting an office with 20 employees
- Organizing and maintaining client files
- Database creation and management
- Manage various administrative projects for 3 managers
- Resolve customer concerns in person and phone

VOLUNTEER EXPERIENCE

Hotline Volunteer January

June 2015 – Dec. 2015

Community Alliance of Tenants Portland, Oregon

- Provide support for tenants experiencing landlord-tenant difficulties
- Interview tenants via phone to gather and clarify information to guide them through problem solving and provide legal resources and referrals

EMPLOYMENT

Customer Service Representative

2013-2015

Enterprise Rent-a-Car, Tigard, Oregon

- Solicit customer information and schedule reservations
- Process billing and handle customer rental concerns
- Train new employees on computer system and customer service delivery

INTERESTS

Amateur photography and creative writing