

Suzie Seeker
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Advanced paralegal student with internship experience seeks opportunity in family law

- Internship (family Law) included trial preparation, office reception and clerical support
- Served special needs children and parents, familiar with ADA and legal rights for education
- Oregon Notary Public- Commission No. 123456 – expires 1/20XX

EDUCATION

AAS, Paralegal, Portland Community College, Portland, OR expected 2008
Achievements: Honor Roll – Deans or Presidents Lists GPA 3.66
Paralegal Club: Assisted faculty and club members in organizing PL Career Day Event and annual picnic

Selected Paralegal Courses:

Family Law/Juvenile Law, Law Fundamentals, Substantive Law, Techniques of Interview, Ethics, Criminal Law, Law Library and Legal Research, Torts & Personal Injury, Legal Software

EXPERIENCE

Paralegal Internship:

XXXX Attorney at Law, Portland, OR 2008

- Ordered, organized and reviewed medical documents from numerous providers, drafted summary of findings for medical summary reports
- Drafted demand letters and responses with attention to details and personal quality control for accuracy and professionalism
- Processed documents via fax, and mail
- Prepared materials for court proceedings
- Conducted ORS research, summarized and briefed for supervising attorney
- Greeted general public in person and phone creating welcoming environment
- Screened calls from multi-line phone while attending to clerical support; solicited information and noted information in specific details and determined if case was viable

Legal Research Freelance:

XXXX Attorney at Law, Portland, OR 2008

- Researched ORS for medical witness testimony and malpractice claims for case preparation
- Conducted investigative work including photographs for evidence

WORK EXPERIENCE

Tigard Tualatin S.D., Educational Asst., Tigard, OR 1993-2003
Portland Public Schools, Substitute. Educational Asst. Portland, OR 2005-Present

- Instructed students and assessed understanding using various communication techniques
- Knowledge of reporting procedures and assessing information for accuracy and veracity

OTHER SKILLS

Medical Terminology & MS Office 2007 – Intermediate