**Koena Lee**

55 Eureka Street, Wilmington, DE 76353

(511) 501-5555 | k.lee @ email . com

**OBJECTIVE:** Seeking a position as a Paralegal with ABC Company utilizing exceptional office management skills and brilliant background in law education to assist in orchestrating a smooth flow of legal operations.

**EDUCATION**  
St, Anthony Community College, Wilmington, Delaware – 2015  
Associate Degree in Paralegal Studies  
GPA: 3.21

**Relevant Coursework:**  
• Criminal law  
• Litigation and Trial Practice  
• Administrative Law  
• Business Organizations  
• Real property  
• Torts: Personal Injury Litigation  
• Legal Research  
• Legal Analysis and Writing

**CORE STRENGTHS**

• Working knowledge of investigating the facts of a case  
• Demonstrated ability to conduct research on pertinent laws, regulations, and legal articles  
• Highly skilled in writing reports to assist lawyers prepare for trials  
• Able to organize and present the information in a factual way  
• Hands-on experience in keeping the case information in computer databases  
• In-depth knowledge of drafting letters, contracts and mortgages  
• Proficient in managing clerical duties pertinent to a law office

**CAMPUS AND COMMUNITY INVOLVEMENT**

• Secretary of Criminal Justice Club  
• Team Captain of the college football team  
• Tutor at the Boys’ Club

**SPECIAL SKILLS**

• Excellent communication and organizational skills  
• Able to work independently  
• Ability to use tact and sense of judgment effectively  
• Proven ability to interpret and apply relevant rules  
• Good knowledge of legal terminology