**Koena Lee**

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(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