

Kerri Student

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OBJECTIVE

Entry level Paralegal position for a large law firm

SUMMARY

- Strong analytical, writing, and research skills. Detail oriented and accurate.
- Proficient in Microsoft Word, Excel, and Westlaw.
- Work well under pressure and enjoy challenging projects. Equally effective working independently or in cooperation with others.

EDUCATION

Palm Beach State College, Palm Beach Gardens, F 08/2008 - present
Associate in Science Degree, Paralegal
GPA 3.2, Relevant coursework: Legal Writing and Research, Litigation, Family Law,
Immigration Law, Probate, Wills, Trusts & Estate Planning

RELEVANT SKILLS and EXPERIENCE

Paralegal Experience

Summarized depositions, medical and employment records as part of Paralegal internship. Devised profiles of estimated earnings, losses, and medical expenditures. Prepared Notice of Entry of Judgment forms.

Writing and Research Skills

Drafted interrogatories, declarations, and memorandum of law in disability discrimination case. Drafted pleadings, discovery documents, client and demand letters, memorandum of law, and motions with points and authorities, in paralegal coursework. Performed research in handicap and sex discrimination cases: motion to compel, response to motion to strike, and application for preliminary relief in U. S. District Court.

EMPLOYMENT HISTORY

Randolo, Dobson, P. A., Jupiter, Fl Paralegal Intern	09/2009 - 05/2010
Bank of America, West Palm Beach, Fl Teller	06/2008 - 09/2009
Macy's, Palm Beach Gardens, Fl Sales Associate	06/2007 - 08/2009

ADDITIONAL INFORMATION

Community Service: Race for the Cure, Big Brothers Big Sisters