

Mary Legal

professional@stevenson.edu

410.xxx.xxx

EDUCATION

Bachelor of Science, Legal Studies, December 20xx

Stevenson University, Stevenson, Maryland

GPA: 4.0/4.0

Honors: Honors Program (August 20xx – Present), Dean’s List (December 20xx – Present)

RELEVANT COURSES

- Constitutional Law
- Legal Writing and Research I and II
- Civil Litigation and Pleading
- Law Office Technology

COMPUTER SKILLS

- Westlaw, Strong research skills
- Microsoft Office (Excel, PowerPoint, Word, Access, Outlook)

RELEVANT EXPERIENCE

Paralegal Intern, February 20xx – April 20xx

Office of State’s Attorney for Carroll County, Westminster, Maryland

- Supported attorneys in court by preparing and organizing legal documents and participating in meetings
- Contacted witnesses and police officers for court appearances via phone and email
- Reviewed up to 10 case files each week

ACTIVITIES

Member, February 20xx – Present

Mock Trial, Stevenson University, Stevenson, Maryland

- Gained experience as a witness and attorney
- Learned how to interact in a courtroom and ask questions
- Competed against teams across the mid-Atlantic

Member, August 20xx – Present

Legal Society, Stevenson University, Stevenson, Maryland

ADDITIONAL EXPERIENCE

Library Associate / Supervisor, February 20xx – May 20xx

Carroll County Public Library, Eldersburg, Maryland

- Assisted library patrons with reference questions and book requests
- Trained, supervised, and motivated a staff of 12 people
- Oversaw the hiring process of new staff and conducted all interviews