**The main paragraphs of resume**

 **Personal information: full name, home address, phone number, email, fax.**

**1**

**Jennifer Elliot**
1890 Grant Street, Cleveland, OH 44109 • 555-123-1234 • j.elliot@email.com

**Career Summary**

Analytical and detail-oriented legal professional leveraging recent JD training and 6 years of law office experience to excel as a Junior Associate Attorney. Well-versed in federal, state, and municipal court filing processes, rules, and deadlines, with direct experience in commercial litigation and specialized training in e-Discovery methodologies. Unparalleled multitasking skills, deftly managing caseloads from initial client intake through all phases of discovery, drafting, pretrial, trial, and appeal.

**2**

**Professional Experience**

US District Court, Cleveland, OH

***Law Clerk Intern***, 2018-Present

Serve as Law Clerk to the Chief Judge of the US District Court for the Northern District of Ohio.

* Perform legal research; draft bench orders, opinions, and memos, carefully verifying accuracy of all citations.
* Communicate with counsel to confirm deadlines and address case management issues.
* Use advanced verbal and written Spanish skills as court translator when warranted.

**3**

Hatchett, Garner, and Winn Attorneys, Cleveland, OH

***Paralegal***, 2012-2018

Skillfully managed caseload of ~70 ongoing cases for national law firm specializing in commercial litigation. Scheduled and facilitated client interviews, performed legal research, prepared documents and exhibits for trial, and ensured timely submission of all pleadings and court filings.

* Proactively earned Certified E-Discovery Specialist certification from ACEDS.
* Researched, acquired, and trained firm’s attorneys in use of Symantec eDiscovery Platform.
* Entrusted by senior partners to prepare firm records for inspection during IT and cybersecurity audits.
* Served as Vice President of regional paralegal association (2014 to 2016).

**Education and Credentials**

**Juris Doctor (JD),** anticipated 2019
Cleveland-Marshall College of Law, Cleveland, OH

**Associate of Applied Business in Paralegal-Legal Assisting**, 2012
Rhodes State College, Lima, O

**4**

**Certified E-Discovery Specialist** (ACEDS), 2016

**Technical Proficiencies:** Microsoft Office Suite, LexisNexis Concordance, Symantec Discovery Platform, Westlaw, My Case Legal Practice Management Software, Clio, and Photoshop)