

# Sarah Jones

Certified Paralegal, CP®

Allentown, PA | 111-111-1111 | sarahjonestest@gmail.com | linkedin.com/in/sarahjonestest

## OBJECTIVE

---

Detail-oriented certified paralegal looking for employment in a law firm. Organized multi-tasker skilled in legal research with experience scheduling, researching, communicating, and assisting in prior jobs.

## EDUCATION

---

Blackstone Career Institute Jun. 2023-Dec. 2023  
Legal Assistant/Paralegal Program Certificate, with Distinction

## RELATED EXPERIENCE

---

ABC Law Firm, Allentown, PA May 2022-Present

### Administrative Assistant

- Schedule 10+ client and prospect meetings weekly, utilizing online software such as Google Calendar, Zoom, and Microsoft Teams for organization and communication
- Handle an influx of client phone calls and email inquiries daily, while completing existing tasks
- Manage and consistently update 4 separate attorney calendars to ensure optimal organization
- Organize legal documents under the supervision of an attorney

## ADDITIONAL EXPERIENCE

---

ABC Elementary School, Allentown, PA Jan. 2020-May 2021

### Classroom Aide

- Prepared and organized classroom to optimize student success and effective collaboration
- Assisted in the completion of student paperwork, securing that the student information was effectively filed
- Maintained confidentiality of students at all times, applying FERPA regulations
- Researched best intervention strategies to formulate individualized plans for students

ABC Store, Allentown, PA Sept 2017-June 2019

### Cashier

- Communicated policies to customers upon request, demonstrating a thorough knowledge of company policies and procedures, while maintaining brand integrity
- Kept accurate inventory and thorough record of daily finances
- Reported incidents of suspicious behavior or behavior that did not adhere to company policy

## ACCOMPLISHMENTS

---

- NALA® Certified Paralegal
- ABC Leadership Award

## SKILLS

---

Computer skills: Lexis+®, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Teams, Zoom, Google Cloud, Google Calendar