

Chris Jones

Certified Paralegal, CP®

Chicago, IL | 111-111-1111 | chrisjonestest@gmail.com | linkedin.com/in/chrisjonestest

OBJECTIVE

Detail-oriented certified paralegal looking for employment in a law firm. Organized multi-tasker with a broad knowledge of the law and a passion for making a difference in the community. Prior experience scheduling, researching, communicating, and assisting in prior jobs.

EDUCATION

Blackstone Career Institute

Jun. 2023-Dec. 2023

Legal Assistant/Paralegal Program Certificate, with Distinction

PROFESSIONAL SKILLS

Attention to Detail

- Utilized attention to detail when assisting with legal research in a law library
- Volunteered in grant writing for ABC Non-Profit and helped to secure a \$20K grant

Leadership and Communication

- Coached a community basketball team and helped boost morale among team players
- Interacted with customers in a pleasant and friendly way while working as a cashier

Scheduling and Planning

- Scheduled meetings with potential donors as part of my volunteer work with ABC Non-Profit
- Planned a community event to provide food to the homeless and served over 100+ individuals

WORK HISTORY

State of Illinois, Chicago, IL

Jan. 2024-May 2024

Law Library Clerk

- Categorized and organized legal reference books for easy retrieval
- Interacted with frequenters of the library and helped to find relevant resources
- Assisted with research for legal matters as necessary

ABC Store, Chicago, IL

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 Store Employee of the Month Award (chosen for excellent customer service)

