

# Chris Jones

Certified Paralegal, CP®

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## OBJECTIVE

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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

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

## PROFESSIONAL SKILLS

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### 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

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**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

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- NALA® Certified Paralegal
- ABC Store Employee of the Month Award (chosen for excellent customer service)

