Sample Resume:

Ashley James

Certified Paralegal, CP®

City, State | 111-111-1111 | ashleyjamestest@gmail.com | linkedin.com/in/ashleyjamestest

OBJECTIVE

Detail-oriented certified paralegal and military spouse looking for employment in a law firm. Organized multi-tasker with experience adhering to procedures, researching, and communicating in prior jobs.

EDUCATION

Blackstone Career Institute — Jan. 2024-Jan. 2025
Legal Assistant/Paralegal Program Certificate, with Distinction

RELATED EXPERIENCE

ABC Organization, City, State — May 2022-Present
Volunteer Advanced Tax Preparer

- Sort through which individuals need to file a tax return
- Choose the appropriate and best filing status for taxpayers participating in the Volunteer Income Tax Assistance and Tax Counseling for the Elderly (VITA/TCE) program
- Prepare accurate tax returns for qualifying individuals on a consistent basis, including assisting program participants to claim any applicable tax credits
- Interview individuals in the program via Zoom to explain next steps regarding tax returns
- Follow the procedures to assist individuals with identify theft issues

ADDITIONAL EXPERIENCE

Private Household, City, State — Jan. 2017-May 2019
Nanny

- Researched and prepared nutritious meals for 3 children in care
- Adhered to strict feeding and bedtime schedules for optimal outcomes
- Communicated effectively with the clients to provide routine updates

ABC Store, City, State — Sept. 2015-June 2017
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
- IRS Advanced Certification

SKILLS

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