

EXAMPLE OF A SOCIAL, BEHAVIORAL AND HUMAN SCIENCES RESUME

Eddie Eagle

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EDUCATION

Associate in Science, **Paralegal/ Legal Studies**
Tallahassee Community College
GPA: 3.5

August 2022
Tallahassee, FL

CERTIFICATIONS

CP, *Certified Paralegal and registered for Florida*
National Associations of Legal Assistants

Expires August, 2027

WORK EXPERIENCE

ABC Law Firm

Paralegal

Tallahassee, FL
02/2022 to Present

- Create attorney reports based on case specifications and requests to document case filings
- Work with multiple software engines including: LexisNexism LegalEdge, Bill4Time, and MS Office Suites to ensure quality work could be produced
- Monitor regulation and guideline changes, draft and submit reports, and track active case needs to include in future documentation

ABC Company

Office Assistant

Tallahassee, FL
02/2022 to 02/2023

- Attended weekly department meetings, recorded minutes of each meeting, and emailed directors meeting summaries with accurate record keeping
- Greeted and assisted clients, and managed appointments for company directors
- Organized files, maintained documentation, and troubleshoot client concerns within a timely manner

SKILLS

- Time management
- Written communication
- Personable
- Flexible
- Book-keeping
- Bilingual (Spanish)

LEADERSHIP EXPERIENCE

International Student Organization, Tallahassee Community College

President

Tallahassee, FL
03/2021 to 08/2022

- Developed monthly meeting agendas to discuss current organization goals, events, and collaboration with the community
- Chaired a board of seven officers and encouraged communication, partnership, and support of board roles
- Managed a budget of \$2,000, coordinated fundraising efforts, and planned two large conferences