



EDUCATION

-
- Paralegal Studies Certificate* – [REDACTED] 8/2011
 - GPA: 3.6
 - Program approved by the American Bar Association

 - Bachelor's Degree of Arts* – [REDACTED] 8/2007
 - Major GPA: 3.2
 - Sociology concentration

WORK EXPERIENCE

-
- [REDACTED] (*Temporary Conflicts Assistant*) 08/2013-present
 - Conflicts Assistant at the IP Litigation firm of [REDACTED]
 - Maintains client intake files and conflicts of interest using Elite 3E database

 - [REDACTED] (*E-Discovery Analyst*) 05/2013- 07/2013
 - E-Discovery redaction project; review discovery materials and redact client's personal information from records.

 - [REDACTED] (*Conflicts Research Assistant*) 02/2013 - 05/2013
 - Research position at [REDACTED], updated information in firm's conflicts database for paralegals (using Legal Key, Dun and Bradstreet and Elite Enterprise) and attorneys requesting conflicts-of-interest searches on all new business and to report on the results of the search to the initiating attorney(s).

 - [REDACTED] (*Temporary Contract Paralegal*) 10/2012 - 01/2013
 - Legal analysis project to ensure that global investment contracts are in compliance with federal regulations for [REDACTED]
 - Analyzed client contracts, which required extensive research, imaging and scanning documents into databases and coding the databases to reflect proper contract documentation.

 - [REDACTED] (*Paralegal intern*) 6/2011 – 8/2011
 - Organized and indexed exhibits and financial statements for a client indicted on investment fraud charges; prepared evidence binders for trial; performed legal research for a client charged with unlawful possession of a firearm; drafted pleadings for criminal defense for an art forgery and fraud case; received excellent evaluations.

TEACHING ABROAD

-
- Language Assistantship (Mallorca, Spain)* 10/2008 - 5/2009
 - Employed by the [REDACTED] as a part of an initiative to increase English literacy for children in the European Union.

- Prepared language lessons to aid in grammar, speech and comprehension of the English language