

RESUME SAMPLES

SARA JONES

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PROFESSIONAL SUMMARY

- Exceptionally organized; outstanding communication skills; effective listener
- Works well independently; highly resourceful and adaptable; detail-oriented
- Self-motivated, hardworking individual, with the ability to multi-task
- Solid research and investigation skills; ability to prioritize and operate proactively

RELEVANT SKILLS

- Microsoft Word, PowerPoint, Excel, Publisher, Outlook; Database Creation and Management

EDUCATION

BS, Biological Sciences, May 2014
Point Park University, Pittsburgh PA
3.75 GPA

PROFESSIONAL EXPERIENCE

Exploration Station Intern

Carnegie Science Center, Pittsburgh, PA

May - August 2010

- Gained understanding of science concepts behind exhibits, demonstrations, and animals
- Employed observation and inquiry-based education to teach guests science concepts
- Performed scripted floor demonstrations for guests
- Handled and presented live animals for touching and observation
- Provided exceptional customer service; answered questions and referred appropriately

Lifeguard

YMCA, Pittsburgh, PA

August 2006 - Present

- Answer guest questions about the facility
- Maintain pool operations by enforcing policies and procedures

Telephone Operator

Answerlinks, Inc., Amsterdam, PA

September 2008 - August 2009

- Managed telephones, answered questions, directed calls as needed; paged doctors with orders

LEADERSHIP EXPERIENCE

Orientation Leader, Point Park University, August 2004 – Present

Point Park Student Government Representative, January 2006 – Present

Angela McDonald

3090 Lime Hollow Drive
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OBJECTIVE:

Seeking a paralegal position that will use my training, organizational abilities and computer skills.

EDUCATION:

Bachelor of Arts Degree, Legal Studies (Anticipated Graduation Date: May 2010)
Point Park University, Pittsburgh, PA

3.9 QPA, Dean's List, Graduated with High Honors

MAJOR COURSES

Evidence and Procedure
Legal Research and Writing
Litigation, I and II
Estates and Trusts, I and II
General Corporate Law
Evidence Law
Domestic Relations

RELATED COURSES

English Composition, I and II
American Government
American Constitution
Introduction to Computers
Financial Accounting
Real Estate Fundamentals
Real Estate Practice

SKILLS:

Internet research using West Law Typing: 63 wpm
Strong organizational ability Attention to detail and accuracy
Methodical and analytical Computer proficient
Microsoft Office: MS Word, Access, Excel, PowerPoint

WORK EXPERIENCE:

ALZED/OLSTEN, Pittsburgh, PA

Document Coder/Paralegal (200X–Present)

Provided litigation support for law firms. Prepared legal documents for indexing. Read, analyzed and extracted prescribed information from corporate documents to be used in construction databases for litigation support. Conducted final check and quality control of materials.

ASPEN SYSTEMS, Pittsburgh, PA

Document Processor (200X–200X)

Provided litigation support as a document coder; performed quality control and data entry. Extracted prescribed information from corporate documents and entered the data into a database to allow for easy and accurate retrieval of information by attorneys and clients.