

AMY L. ASSOCIATE

419-530-7746

401 Secor Road Toledo, Ohio 43606

AAssociate@gmail.com

CAREER

OBJECTIVE To obtain a position as a professional paralegal.

EDUCATION

Associate of Science Degree in Paralegal Studies, May 2018
(American Bar Association Approved Program)
The University of Toledo
College of Health and Human Services
Toledo, Ohio
G.P.A.: 3.56 (A=4.00)

Academic Highlights:

- 2017-2018 Mock Trial Team
- Phi Theta Kappa National Honor Society

EMPLOYMENT

9/15 - Present Dewey, Drainum & Howe
Sylvania, Ohio

Secretarial Assistant

- Organize files
- Handle incoming telephone calls
- Maintain bookkeeping system

8/13 - 9/15 Dr. Hannibal Lechter, Plastic Surgeon
Monroe, Michigan

Receptionist

- Scheduled patient appointments
- Managed patient payments and reviewed insurance vouchers

3/12 - 8/13 Chargem Big Bucks Community College
Toledo, Ohio

Student Assistant: Finance Department

- Maintained student information files on computer
- Assisted in organization of bulk mailings

CERTIFICATION

- Notary Public, State of Ohio

ORGANIZATIONS

- Chair, Student Grade Appeal Committee
- Undergraduate Law Society
- Paralegal Association of Northwest Ohio

BETTY P. BACCALAUREATE

419-530-7746

401 Secor Road Toledo, Ohio 43606

bbaccalaureate@hotmail.com

CAREER

OBJECTIVE

To obtain a position as a real estate paralegal.

EDUCATION

Post-Baccalaureate Certificate in Paralegal Studies, May 2018
(American Bar Association Approved Program)

The University of Toledo
College of Health and Human Services
Toledo, Ohio

G.P.A.: 3.56 (A=4.00) (in paralegal major)

Academic Highlights:

- 2017 Mock Trial Team
- Phi Theta Kappa National Honor Society

Bachelor of Science in Interdisciplinary Studies, June 2017

The University of Toledo
University College
Toledo, Ohio

G.P.A.: 3.8 (A=4.00)

Academic Highlights:

- Golden Key Honor Society
- Dean's List

LEGAL EXPERIENCE

9/15 to Present

Dewey, Cheatum & Howe
Sylvania, Ohio

Paralegal Intern

- Organize exhibits for trial
- File legal documents with various courts
- Maintain client confidentiality system

OTHER EXPERIENCE

8/13 to 9/15

Dr. Hannibal Lechter, Plastic Surgeon
Monroe, Michigan

Receptionist

- Scheduled patient appointments
- Managed patient payments

8/12 to 8/13

I.M. Enterprises
Perrysburg, Ohio

Line Assembly Manager

- Prepared work schedule for assembly line workers
- Interviewed prospective employees

NANCY N. NURSE

419-530-7746

401 Secor Road Toledo, Ohio 43606

nnurse@utoledo.edu

CAREER

OBJECTIVE To obtain a position as a professional nurse paralegal.

EDUCATION

Nurse Paralegal Certificate Program, May 2018
(American Bar Association Approved Program)
The University of Toledo, College of Health and Human Services
Toledo, Ohio
G.P.A.: 3.56 (A=4.00)

Academic Highlights:

- 2017 Mock Trial Team
- Phi Theta Kappa National Honor Society

Bachelor of Science in Nursing, June 2012
The University of Toledo, College of Arts and Sciences
Toledo, Ohio
G.P.A.: 3.9 (A=4.00)

Academic Highlights:

- Golden Key Honor Society
- Dean's List

CERTIFICATIONS/LICENSES

- Registered Nurse, State of Ohio (since August 2013)
- Basic Life Support Certification
- Critical Care Certification

LEGAL EXPERIENCE

9/17 - Present Dewey, Cheatum & Howe
Sylvania, Ohio

Paralegal Intern

- Organize exhibits for trial
- File legal documents with various courts
- Maintain client confidentiality system

MEDICAL EXPERIENCE

9/13 - Present St. Charles Hospital
Oregon, Ohio

Registered Nurse

- Provide nursing care for critically ill patients
- Schedule nursing staff shifts

8/12 - 9/13 Dr. Hannibal Lechter, Plastic Surgeon
Monroe, Michigan

Registered Nurse

- Provided surgical assistance to physician
- Scheduled patient appointments

BOBBY R. BACHELOR

419-530-7746

401 Secor Road Toledo, Ohio 43606

bbachelor@aol.com

CAREER

OBJECTIVE To obtain a position as a professional paralegal.

EDUCATION

Bachelor of Science in Paralegal Studies, May 2017
(American Bar Association Approved Program)
The University of Toledo
College of Health and Human Services
Toledo, Ohio
G.P.A.: 3.56 (in paralegal major) (A=4.00)
G.P.A.: 3.25 (overall G.P.A.) (A=4.00)

Academic Highlights:

- 2017 Mock Trial Team
- Phi Theta Kappa National Honor Society

LEGAL EMPLOYMENT

9/15 - Present Dewey, Cheatum & Howe
Sylvania, Ohio

Legal Secretary

- Type legal documents for attorney review
- File legal documents with various courts
- Maintain client confidentiality system

OTHER EMPLOYMENT

8/14 - 9/15 Dr. Hannibal Lechter, Plastic Surgeon
Monroe, Michigan

Receptionist

- Provided courteous personal and telephone reception
- Scheduled patient appointments
- Managed patient payments and reviewed insurance vouchers

8/12 - 8/14 I.M. Enterprises
Perrysburg, Ohio

Line Assembly Manager

- Prepared work schedule for assembly line workers