**Maria Student**

806.555.1234, mstudentn@yahoo.com

**EDUCATION**

Amarillo College, Amarillo, TX

A.A.S. – Legal Studies, May 2020

GPA: 3.7/4.0

**CERTIFICATIONS**

* National Association of Legal Assistants: (NALA) May 2020
* Registered Paralegal: (NFPA) May 2020
* Texas Board of Legal Specialization: (TBLS) May 2020

**LEGAL EXPERIENCE**

Bluth Law Firm, Amarillo, TX

Record Clerk, August 2015 - Present

* Scanned, uploaded, and filed legal documents in the database management system
* Prepared, labeled, and stored legal case files in assigned room(s)
* Initiated barcode system to aid in tracking the movement of legal documents
* Assisted attorneys in drafting case reports and filing of law suits

Cheddars Restaurant, Amarillo, TX

Bartender, April 2014 – August 2015

* Reorganized spirits section and attained a 25% increase in speed of processing order
* Checked state issued IDs to verify that customers were of legal age
* Assisted customers with order decisions and provided information regarding new and/or unique beverages

**SKILLS**

Legal Software: BillQuick Legal, Captorra, PracticeMaster

Microsoft Office: Word, Excel, Outlook, Access, Publisher

**PROFESSIONAL DEVELOPMENT**

American Association for Paralegal Education Annual Conference (2018) – Milwaukee, WI

**ACTIVITIES & HONORS**

Deans Award: Awarded for high academic achievement

Boys and Girls Club Mentor