

Scorch Dragon

100 Dragon Lane
Moorhead, MN 56560
(218) 555-5555
s.dragon@mnstate.edu

EDUCATION

Bachelor of Science in **Paralegal**

Emphases in **Probate/Tax, Civil Litigation, and Commercial Law**

Minnesota State University Moorhead (MSUM), Moorhead, MN

May 20XX

- **GPA 3.85**; Dean's List, 3 Semesters

EMPLOYMENT

Cumberson Family Restaurants, Green Lake Township, MN

May 20XX - Present

- Enhanced leadership abilities through supervising and training new employees
- Communicated with customers in order to resolve concerns

Dragon Swim School, Moorhead, MN

September 20XX - Present

- Acquainted children ages 3 to 8 with water and life saving swimming skills
- Informed and discussed with parents concerning progress of children

CAMPUS INVOLVEMENT

President, Minnesota State Paralegal Association Moorhead (MSPAM)

- Nominated and elected by peers
- Raised \$500 for Women's Center
- Participated in Children's Book Fair; Hornbacher's Community Day
- Team Captain for 20XX Relay for Kids

RELATED COURSEWORK

Civil Procedure

- Studied procedures, documents and techniques used in legal setting emphasizing trial practice
- Drafted a Complaint, Answer and Motions based on Minnesota Laws

Debtor-Creditor/Bankruptcy

- Studied laws on extension of credit, debtor/creditor rights, and bankruptcy, including liquidation, business reorganizations, and adjustment of debts
- Drafted a Chapter 7 Bankruptcy using Best Case Software

Elder Law

- Studied public benefits programs that provide economic maintenance and financing of health care for elderly citizens, including Medical Assistance and Medicare
- Prepared Health Care Directive for senior citizens in the community

Interviewing

- Developed and practiced skills to elicit comprehensive factual information about legal issues and to assist the client in understanding the process and procedures of the legal system

Legal Ethics

- Studied laws governing professional ethics of attorneys with emphasis on Rules of Professional Conduct and their implications for paralegals

Legal Research and Writing

- Developed skills using the United States Code, North Dakota Century Code, Minnesota Statutes, and Westlaw