**Jennifer Elliot**  
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**Summary of Qualifications**

Analytical and detail-oriented legal professional leveraging recent JD training and 6 years law office experience to excel as a Junior Associate Attorney.

* **Legal Affairs**: Well-versed in federal, state, and municipal court filing processes, rules, and deadlines, with direct experience in commercial litigation and specialized training in e-Discovery methodologies.
* **Communications / Client Relations**: Excellent verbal and written communications and legal drafting talents. Easily instill trust and confidence in clients stressed by challenging life events; handle private client data with 100% confidentiality and integrity. Fluent in Spanish.
* **Information Management**: Technical proficiencies include Microsoft Office Suite, LexisNexis Concordance, Symantec eDiscovery Platform, Westlaw, MyCase Legal Practice Management Software, Clio, and Photoshop.
* **Key Strengths**: Finely-tuned analytical skills with a dedication to expanding subject knowledge and workplace competencies through continuing training. Unparalleled multitasking and time management skills, deftly managing heavy caseloads from initial client intake through all phases of discovery, drafting, pretrial, trial, and appeal.

**Education and Credentials**

**Juris Doctor (JD),** anticipated 2019  
Cleveland-Marshall College of Law, Cleveland, OH

**Associate of Applied Business in Paralegal-Legal Assisting**, 2012  
Rhodes State College, Lima, OH

**Certified E-Discovery Specialist** (ACEDS), 2016

**Professional Experience**

US District Court, Cleveland, OH

***Law Clerk Intern***, 2018-Present

Serve as Law Clerk to the Chief Judge of the US District Court for the Northern District of Ohio. Perform legal research; draft bench orders, opinions, and memos, carefully verifying accuracy of all citations. Communicate with counsel to confirm deadlines and address case management issues.

* Utilized advanced verbal and written Spanish skills as court translator when warranted.

Hatchett, Garner, and Winn Attorneys, Cleveland, OH

***Paralegal***, 2012-2018

Skillfully managed caseload of ~70 ongoing cases for national law firm specializing in commercial litigation. Scheduled and facilitated client interviews, performed legal research, prepared documents and exhibits for trial, and ensured timely submission of all pleadings and court filings.

* Proactively earned Certified E-Discovery Specialist certification from ACEDS.
* Researched, acquired, and trained firm’s attorneys in use of Symantec e-Discovery Platform.
* Entrusted by senior partners to ready firm records for inspection during IT and cybersecurity audits.
* Served as Vice President of regional paralegal association (2014 to 2016).