

## **Anniston Parker**

7890 W. 21<sup>st</sup> St. Johnson, WI 12345  
123.456.7890 astp123@urmail222.com

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### **PARALEGAL**

Skilled office professional with exceptional communication and interpersonal skills. Detail oriented and highly organized; efficiently manages time and projects with close attention to details and deadlines. Able to successfully work with diverse populations, effective in stressful situations.

### **EXPERIENCE**

- Drafting affidavits, legal documents and preparing orders
- Conducting independent investigations and interviews without supervision
- Serving as a liaison between investigators, attorneys, court clerks and judges
- Researching case law using the Internet and library
- Proofreading for accuracy and consistency
- Opening and maintaining case files
- Proficient in scheduling applications and Microsoft Office

### **FORMAL TRAINING AND COURSEWORK IN CIVIL AND CRIMINAL LAW**

Civil Litigation	Drafting of pleadings, preparation of motions, discovery and pretrial data certificates, and trial notebooks
Ethics	Client confidentiality, conflicts of interest, unauthorized practice
Contracts	Offers, consideration, acceptance, illegal contracts, third-party contracts, contractual capacity, remedies, Uniform Commercial Code, discharge of obligations, provision
Research	Statutes, digest, case law, online, dictionaries, encyclopedias
Torts	Negligence, intentional torts, strict liability, settlements
Criminal Law	Statutory and common law, criminal theory and interpretation
Public Law	Business and economic regulation and ethical considerations

### **EDUCATION**

Johnson Community College, Johnson, Wisconsin, April 2014

### **PROFESSIONAL DEVELOPMENT**

- Leadership Training
- Administration Plan, Policies, Procedures and Programs
- Interviewing and Interrogation

### **WORK HISTORY**

Peace Officer/Investigator, Oldham County, Johnson, WI 2009-2014  
Communications/Correction Officer, Grant County, Ulysses, WI 2007-2009  
Intelligence Analyst, U.S. Navy, 2004-2007