

Palette

Job intention: Lawyer

Birthday: 1998.11.15

Nationality: China

Tel: 123-156-4568

E-mail: LSH@126.com

Gender: Female

Location: New York



EDUCATION

- 2017.09-2021.06 University of California Law Undergraduate

EXPERIENCE

Lawyer /TRAVIS FAMILY LAW – New York, New York 2018 TO PRESENT

1. Write and proofread reports to help attorneys with trial preparation.
2. Maintain and update the office law library to help support timely legal research.

Junior Paralegal / WPS LAW PARTNERS – CHINA , CHINA 2017 to 2018

1. Managed trial calendar, judicial calendar and master calendar.
2. Composed correspondence on behalf of the attorneys.

HONOR

- ◆ Lawyer's professional certificate
- ◆ Computer level certificate
- ◆ English TEM - 6

SELF-EVALUATION

Advanced organization, leadership, and technical skills including Total Office, Outlook, and Client Profiles. Strong knowledge of the criminal justice system; adroit at developing and maintaining relationships with clients, insurance agencies, and legal representatives.

ABOUT ME

Hardworking Student seeking employment. Ready to utilize my skills and passion to further the mission of a company. Technologically adept, offering experience with many different social media platforms, office technology programs, and advanced computer skills.

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