

AMY L. ASSOCIATE

419-530-7746

401 Secor Road Toledo, Ohio 43606

AAssociate@gmail.com

CAREER

OBJECTIVE To obtain a position as a professional paralegal.

EDUCATION

Associate of Science Degree in Paralegal Studies, May 2018
(American Bar Association Approved Program)
The University of Toledo
College of Health and Human Services
Toledo, Ohio
G.P.A.: 3.56 (A=4.00)

Academic Highlights:

2017-2018 Mock Trial Team
Phi Theta Kappa National Honor Society

EMPLOYMENT

9/15 - Present Dewey, Drainum & Howe
Sylvania, Ohio

Secretarial Assistant

Organize files
Handle incoming telephone calls
Maintain bookkeeping system

8/13 - 9/15 Dr. Hannibal Lechter, Plastic Surgeon
Monroe, Michigan

Receptionist

Scheduled patient appointments
Managed patient payments and reviewed insurance vouchers

3/12 - 8/13 Chargem Big Bucks Community College
Toledo, Ohio

Student Assistant: Finance Department

Maintained student information files on computer
Assisted in organization of bulk mailings

CERTIFICATION

Notary Public, State of Ohio

ORGANIZATIONS

Chair, Student Grade Appeal Committee
Undergraduate Law Society
Paralegal Association of Northwest Ohio

BETTY P. BACCALAUREATE

419-530-7746

401 Secor Road Toledo, Ohio 43606

bbaccalaureate@hotmail.com

CAREER

OBJECTIVE

To obtain a position as a real estate paralegal.

EDUCATION

Post-Baccalaureate Certificate in Paralegal Studies, May 2018
(American Bar Association Approved Program)
The University of Toledo
College of Health and Human Services
Toledo, Ohio
G.P.A.: 3.56 (A=4.00) (in paralegal major)

Academic Highlights:

2017 Mock Trial Team

Phi Theta Kappa National Honor Society

Bachelor of Science in Interdisciplinary Studies, June 2017
The University of Toledo
University College
Toledo, Ohio
G.P.A.: 3.8 (A=4.00)

Academic Highlights:

Golden Key Honor Society

Dean's List

LEGAL EXPERIENCE

9/15 to Present

Dewey, Cheatum & Howe
Sylvania, Ohio

Paralegal Intern

Organize exhibits for trial

File legal documents with various courts

Maintain client confidentiality system

OTHER EXPERIENCE

8/13 to 9/15

Dr. Hannibal Lechter, Plastic Surgeon
Monroe, Min w w p

NANCY N. NURSE

419-530-7746

401 Secor Road Toledo, Ohio 43606

nnurse@utoledo.edu

CAREER

OBJECTIVE To obtain a position as a professional nurse paralegal.

EDUCATION

Nurse Paralegal Certificate Program, May 2018
(American Bar Association Approved Program)
The University of Toledo, College of Health and Human Services
Toledo, Ohio
G.P.A.: 3.56 (A=4.00)

Academic Highlights:
2017 Mock Trial Team
Phi Theta Kappa National Honor Society

Bachelor of Science in Nursing, June 2012
The University of Toledo, College of Arts and Sciences
Toledo, Ohio
G.P.A.: 3.9 (A=4.00)

Academic Highlights:
Golden Key Honor Society
Dean's List

CERTIFICATIONS/LICENSES

Registered Nurse, State of Ohio (since August 2013)
Basic Life Support Certification
Critical Care Certification

LEGAL EXPERIENCE

9/17 - Present Dewey, Cheatum & Howe
Sylvania, Ohio

Paralegal Intern
Organize exhibits for trial
File legal documents with various courts
Maintain client confidentiality system

MEDICAL EXPERIENCE

9/13 - Present St. Charles Hospital
Oregon, Ohio

Registered Nurse
Provide nursing care for critically ill patients
Schedule nursing staff shifts

8/12 - 9/13 Dr002 Tc 0.6899 0 TdJ 0 w 0.28217 -1.157 Td ()Tj EMC /Pn.aff shifts
1212

BOBBY R. BACHELOR