
Air Force Paralegal Resume

Job Objective

Seeking an Air Force Paralegal position that offers an immediate challenge, career opportunity and advancement.

Highlights of Qualifications:

- Hands-on experience in legal investigation, case management and documentation for Air Force
 - Immense knowledge of legal terminology, research and interviewing practices
 - Operational knowledge of using computers, Westlaw, LexisNexis and Microsoft Office software
 - Familiarity with handling of military justice, claims, civil law and contract law cases
 - Ability to prepare and process courts-martial and other military justice actions
 - Ability to provide legal research services and legal counsel to investigators and attorneys
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Professional Experience:

Air Force Paralegal
US Air Force
August 2012 – Present

Responsibilities:

- Investigated, processed and adjudicated Air Force personnel claims and legal proceedings.
- Liaised with appropriate attorneys and interviewed all witnesses.
- Prepared and presented specifications and charges for court marshal proceedings.
- Drafted and submitted all documents needed for courts-martial and cases.
- Checked status of assigned cases and reviewed all actions and records of legal proceedings
- Completed and maintained correct and current legal documents and records

Air Force Paralegal
Air Force Materiel Command, Tinker AFB, OK
May 2009 – July 2012

Responsibilities:

- Performed claims investigations and conducted interviews with witnesses.
 - Advised and assisted case investigators and attorneys on legal matters and cases.
 - Prepared and filed motions, wills, briefs, and other legal documents.
 - Responded to and presented legal reviews on law-related complex queries.
 - Planned and provided training for attorneys, and case investigators, as required.
 - Followed information security guidelines and protected classified and confidential data, accordingly.
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Education:

Bachelor's Degree in Criminal Justice
North Central State College, Mansfield, OH

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