
Criminal Law Paralegal Resume

Job Objective

To obtain a Criminal Law Paralegal position in an organization where I can use my skills to benefit and enrich my knowledge.

Highlights of Qualifications:

- Hands-on experience in research, documentation and legal analysis of criminal law related matters
 - Immense knowledge of court procedures, bail proceedings, family law, and bankruptcy cases
 - Operational knowledge of using MS Office Suite, Lexis and Westlaw software
 - Familiarity with caseload management, cite-checking and preparation of legal documents
 - Ability to schedule and maintain hearings and interviews as needed
 - Ability to analyze and report on data trends and large volumes of complex data
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Professional Experience:

Criminal Law Paralegal
CACI International Inc, Fremont, CA
August 2012 – Present

Responsibilities:

- Investigated case law matters and prepared for trials and depositions.
- Drafted legal documents and prepared investigative questions for trial and depositions.
- Checked, organized and maintained legal documents and correspondence.
- Contacted law enforcements agencies and obtained necessary information.
- Scheduled and conducted witness interviews, client meetings, and staff meetings.
- Prepared and submitted all documents related to litigations in a timely manner.

Criminal Law Paralegal
Central Intelligence Agency, Washington, DC
May 2009 – July 2012

Responsibilities:

- Researched criminal law and evidence and assisted attorneys in preparation for trials and hearings.
 - Used Westlaw and Lexis/Nexis online resources and performed legal research effectively.
 - Scheduled and attended court proceedings, client meetings, press conference, and case-related interviews.
 - Drafted and submitted various motions for continuances and counsel substitution to courts.
 - Prepared and delivered correspondence to clients about trial date, and dispositions.
 - Built and maintained strong professional relationships with attorneys, opposing counsel and insurance agencies.
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Education:

Bachelor's Degree in Paralegal Studies
Southern New Hampshire University, Colchester, VT

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