
Criminal Paralegal Resume

Job Objective

Seeking a Criminal Paralegal position utilizing my skills and knowledge.

Highlights of Qualifications:

- Highly experienced in investigation, documentation and handling of criminal cases and matters
 - Profound knowledge of civil litigations, legal codes, and court procedures
 - Operational knowledge of using computer, Microsoft Office, Westlaw, Lexis, and Windows OS
 - Familiarity with cite-checking, document assessment and proofreading practices
 - Ability to prepare legal pleadings, motions and interrogatories, properly
 - Ability to complete all assigned paralegal jobs within specified deadlines
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Professional Experience:

Criminal Paralegal
GCA Services Group, Inc., Santa Ana, CA
August 2012 – Present

Responsibilities:

- Scheduled and maintained client appointments and court date calendar.
- Guided and assisted attorneys in development and management of criminal case.
- Conducted investigation of various criminal litigations and performed legal record searches.
- Drafted and filed a variety of legal documents like discovery response, exhibits and complaints.
- Informed clients about pending court dates and communicated case status.
- Planned and coordinated disbursement of settlement proceeds to beneficiaries.

Criminal Paralegal
Lockheed Martin, Santa Ana, CA
May 2009 – July 2012

Responsibilities:

- Researched and handled all criminal litigations and issues of the organization.
 - Created and filed motions, pleadings, subpoena, and legal documents.
 - Communicated with clients and scheduled client-appointments, in a prompt manner.
 - Archived and maintained all case dockets and files, manually and electronically.
 - Protected all sensitive information and documents and maintained their confidentiality.
 - Developed and maintained professional relationships with clients, attorneys, and court officials.
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Education:

Bachelor's Degree in Criminal Justice
Lake Erie College, Painesville, OH

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