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## Environmental Paralegal Resume

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### Job Objective

Seeking the position of Environmental Paralegal where I can display my dedication and skills.

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### Highlights of Qualifications:

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- Highly experienced in providing legal assistance and documentation support for various environmental cases and issues
  - Profound knowledge of environmental legal terminology, litigation and compliance
  - Outstanding knowledge of using MS Office and tax-return preparation software
  - Familiarity with established environmental law and current environmental issues
  - Ability to interpret and evaluate technical environmental reports and legal documents
  - Ability to work with and protect confidentiality of sensitive data
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### Professional Experience:

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Environmental Paralegal  
BioMed Realty Trust, Inc., Brooklyn, NY  
August 2012 – Present

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### Responsibilities:

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- Handled and responded to phone calls and client requests for information, in a courteous manner.
- Delivered litigation support to attorneys and assisted with legal research.
- Organized and conducted case-related video conferences and depositions, when needed.
- Collected, compiled and presented key documents for court trials and administrative hearings.
- Compose and filed complaints, deposition notices, motions, and pleadings.
- Prepared for court hearings related to environment cases and conducted environment law based training programs.

Environmental Paralegal  
Waters Corporation, Brooklyn, NY  
May 2009 – July 2012

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### Responsibilities:

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- Delivered legal assistance to and conducted legal research for attorneys.
  - Researched and reviewed environment-related records, ownership records, historical operation data.
  - Arranged and conducted interviews with public officials and employees regarding environment litigations.
  - Analyzed and compared lab results to environmental regulations, efficiently.
  - Composed and filed legal documents related to environment issues.
  - Developed and maintained environmental database of company, in a proper manner.
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### Education:

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Bachelor's Degree in Paralegal Studies  
Mississippi State University, Mississippi State, MS

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