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## Federal Paralegal Resume

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### Job Objective

To become a part of your team and serve as Federal Paralegal.

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### Highlights of Qualifications:

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- Extensive experience of providing legal assistance and documentation support in federal government matters
  - Sound knowledge of federal government laws, legal codes, and court procedures
  - Commendable knowledge of computer, spreadsheets, Westlaw, and Lexis/Nexus
  - Familiarity with legal research procedures and interpretation of precedent court cases
  - Ability to use law library and automated research tools for research purpose
  - Ability to work with and protect confidentiality of sensitive information
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### Professional Experience:

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Federal Paralegal  
PAREXEL International, Clinton, OK  
August 2012 – Present

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### Responsibilities:

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- Investigated and researched legal issues, cases, and judicial orders.
  - Monitored federal litigations and maintained case calendar, as required.
  - Prepared, maintained and provided case files and case-related legal documents.
  - Attended and reported on case-related depositions and legal proceedings.
  - Composed and reviewed accurate and timely case status reports.
  - Interpreted and adhered to all federal laws and regulations, as applicable.
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Federal Paralegal  
DLA Piper, Clinton, OK  
May 2009 – July 2012

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### Responsibilities:

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- Informed about legal documentation procedures and delivered legal assistance to attorneys.
  - Evaluated and responded to requests for information under the provisions of various acts.
  - Researched and reviewed appropriate information references, records and files for legal searches.
  - Managed all assigned federal cases and prepared for court trials and hearings.
  - Composed and delivered subpoenas, pleadings, legal briefs and trial exhibits.
  - Produced, maintained and monitored case status reports and summaries for federal litigations.
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### Education:

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Bachelor's Degree in Paralegal Studies  
William Penn University, Oskaloosa, IA

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