
PARALEGAL SPECIALIST RESUME

Summary:

An exceptional professional who has professional legal competence which involve various legal assistance duties; has analytical and superior skills in handling legal impacts in administrative and judicial decisions; has the ability to conduct legal opinions and legal support; has excellent communication skills; has excellent leadership skills and can handle a number of people under his supervision.

Professional Experience:

Senior Paralegal Specialist August 2004 – Present
Amkor Corporation, Steamboat Springs, CO

Responsibilities:

- Processed and analyzed public financial forms and confidential disclosure forms.
- Conducted regular advice assistance to employees regarding technical issues.
- Coordinated with attorney advisers to resolve conflicts of interest.
- Performed legal analysis of requests for information for financial disclosure information and inquiries.
- Assisted in the improvement of filing of databases for tracking financial disclosure reporting.
- Coordinated legal issues involving in cases and responds to legal questions.

Paralegal Specialist June 1999 – July 2004
Colorado Legal Offices, Colorado Springs, CO

Responsibilities:

- Reviewed and analyzed legal briefs, motions and pleadings.
- Managed and planned all Responsibilities on established procedures, regulations, and policies.
- Served as the technical advisor for legal support services.

Legal Assistant March 1995 – May 1999
Chicago State Legal Offices, Chicago, Illinois

Responsibilities:

- Processed and analyzed public financial forms and confidential disclosure forms.
- Conducted regular advice assistance to employees regarding technical issues.
- Coordinated with attorney advisers to resolve conflicts of interest.
- Performed legal analysis of requests for information for financial disclosure information and inquiries.
- Assisted in the improvement of filing of databases for tracking financial disclosure reporting.
- Coordinated legal issues involving in cases and responds to legal questions.

Paralegal Specialist June 1999 – July 2004
Colorado Legal Offices, Colorado Springs, CO

Education:

Bachelor of Law
University of Arizona, 1995
Bachelor of Science in Political Science
University of Arizona, 1993

Skills/Certifications:

- Strong leadership and teamwork attributes
- Excellent time management skills
- Proficient in computer and ERP software skills
- Knowledge in specialized laws
- Research and analytic skills

Associations/Organizations:

Public Law Association, Member
Paralegal Attorneys Organization, Member

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