



CHRIS

A graduate of Bachelor of Arts Political Science, taking master's in public administration. An experienced Paralegal from the largest injury law firm in the U.S. Expertise includes drafting legal documents from different states such as Lawsuit packages, demands, summons, case dismissals, interrogatories, and civil coversheets. Keen to details and research adept.

CONTACT

PHONE:

EMAIL:

ACHIEVEMENTS

- Supervised in drafting Civil Cover Sheets and Case filings in multiple states.
- Former 4th year Representative Political Science Society
- Former Justice Chairman Political Science Society

[Redacted]

[Redacted]

[Redacted]

2016 – 2021
Bachelor Of Arts Political Science Graduate

[Redacted]

Present
Master's Degree – Public Administration 2nd year

WORK EXPERIENCE

[Redacted] – Paralegal

2022-PRESENT

- Lawsuit Package Drafter
- Demand Drafter
- Legal document preparation and research
- Dismissals drafter and filer

[Redacted] – Customer Service Agent

2021–2022

- Assisting Troubleshooting
- process returns, refunds and replacements
- Provide Product information
- Provide basic information Amazon – Customer Service Agent

[Redacted] Researcher

2020–2021

- Environmental Researcher
- Content Writer
- [Redacted] – Customer Service Agent

2014–2015

- Upselling
- Process airtime to the customer

SKILLS

- LEGAL WRITING
- LEGAL DOCUMENT PREPARATION
- LEGAL RESEARCH
- LEGAL ASSISTANCE
- COMMUNICATION SKILLS
- MULTITASKING
- LITIGATION SKILLS