

JOHN [REDACTED]



[REDACTED]

[REDACTED]

[REDACTED]

Mobile Number: [REDACTED]

Email: [REDACTED]

[REDACTED]

PROFESSIONAL PROFILE:

- Seasoned Paralegal with 6+ years of experience looking for an opportunity to utilize my demonstrated value in providing extensive legal knowledge, organizational skills, and collaborative competency at a reputable company.

EDUCATION:

- [REDACTED] College of Law – Manila, 2011
- [REDACTED] School of Law, 2012 - 2019
- Bachelor in Political Science major in International Relations, [REDACTED]

WORK EXPERIENCE:

- [REDACTED] **Law Firm**
[REDACTED]
Senior Paralegal Officer
April 2018 – April 2022
- [REDACTED]
[REDACTED]
Paralegal Supervisor
June 2022 - present

INTERNSHIP:

- DEPARTMENT OF JUSTICE**
[REDACTED]
[REDACTED]

SKILLS:

- Legal Research
- Case Preparation
- HR/Employee Discipline
- Legal Document Drafting
- Document Management
- Corporate Legal Matters
- Administrative Support