

NAME
address
Phone
Email
Linkedin

PROFILE

- Paralegal student with fulltime employment serving individuals with disabilities in a confidential environment who are at risk for victimization

EDUCATION

Portland Community College, Portland OR

Paralegal Certificate (ABA approved) expected completion 6/20XX

- Paralegal competencies: Draft demand letters, trial procedures...
- PL software: Lexis Nexis, ...
- PL activities: Club, PTK ...

Associate of General Studies 6/20XX

ABC High School, Township, OR

2XXX

- Diploma – Varsity wrestling (2XXX-2XXX)
2002 Most Improved ♦ 2001 placed 1st in District, 3rd State ♦ 1999 Placed 1st in District, 4th State

WORK EXPERIENCE

Direct Care Provider, Home Place, Portland, OR

20XX-Present

Serve individuals with communication and psychological concerns

- Schedule appointments and manage calendars for 3 clients
- Daily data entry, update files and phone reception supporting 2 managers
- Contact medical staff and document medication/order changes per phone
- Orient new staff to procedures, responsibilities and clients for case management
- Document client behaviors, services and medical/psychological issues in confidential data management system
- Pass on (verbal and occasionally written) information in shift exchange for continuity of care
- Listen intently, observe body language and paraphrase to confirm understanding of message
- Assist clients in self- advocacy and role modeling communication skills. Interview clients who are unable to self-advocate for thorough understanding of their needs and concerns

Sprinkler Pipe Fitter, Pipes R Us, Portland, OR

20XX-Present

- Manage individual responsibilities and work cooperatively with team members without direct supervision on large construction projects. Monitor time and materials to reduce waste costs.
- Analyze projects and determine tools, equipment and time for offsite projects
- Maintain time logs for billing, work with construction and various other project managers to determine work flow and minimizing downtime