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903 Ashford Circle  
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**OBJECTIVE**

To obtain a Paralegal or Political Science Internship

**EDUCATION**

**Marist College** - Poughkeepsie, NY  
Bachelor of Arts in Political Science, expected May 2012  
Paralegal Certificate  
Cumulative GPA: 3.388/Major GPA: 3.221

**HONORS**

Dean's List (Fall 2010- Spring 2011)

**RELEVANT COURSEWORK**

**Political Science:** Political Issues & Ideas; American National Government; Scopes and Methods of Political Analysis; Classical Political Thought; International Politics; Nationalism and Communism in China; History of American Presidency; American Constitutional Law; Capstone Course (Topic: Food Insecurity)

**Paralegal:** Introduction to Law; Introduction to Legal Writing and Research; Family Law; Criminal Law; Real Property and Title; Wills, Trusts and Estate Administration

**RELATED EXPERIENCE**

**Town of Plattekill Court-** Modena, NY *Court Intern*, September 2010–Present  
Listen to various cases scheduled on court calendar, including Vehicle and Traffic violations, Criminal Proceedings, and Evictions. Use McKinney's Law statutes and public legislature website to research various projects assigned by judge. Amend the Court's Arraignment Memorandum, and Decision and Judgment forms for periodic and yearly leases. Type up adjournment notices for court attorneys. Drafted a petition to recover the possession of real property.

**Kissel Hirsch & Wilmer LLP-** Tarrytown, NY *Office Services Assistant*, May 2006–August 2006  
Organized and filed chronologically various correspondences, pleadings, and other documents submitted daily by over 40 attorneys and support staff into approximately 700 active case redwelds. Organized one associate's active case redwelds in preparation for a file audit.

**SKILLS**

Westlaw research, legal document drafting; Microsoft Word, Microsoft PowerPoint, Microsoft Excel;  
Public Relations (Consumer-Distributor Relations)

**EMPLOYMENT**

**Union Square Restaurant and Bar-** Poughkeepsie, NY  
*Line Cook*, September 2011- Present

**S & B Bagels-** Bronxville, NY  
*Deli Counterman*, May 2010–Aug 2010

**Goldberg's Famous Bagels and Deli-** Chester, NY  
*Deli Counterman*, December 2008–Aug 2009

**ACTIVITIES**

- Treasurer of the Political Science Club (Jan 2011- Present )
- Don Bosco Youth Rally (September 2010), Raised money for Don Bosco Youth Camp
- Food Blogger, *Bagel's Basics*, <http://bagelsbasics.blogspot.com/>
- Columnist for the Marist Circle
- Sigma Rho of the Zeta Psi Nu Delta Chapter

