

Jane Example Smith

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Johnson City, TN 37604

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Legal Experience

Paralegal, Smith, Smith, and Jones, P.C., Kingsport, TN, Feb. 2006 – Present

- Worked closely with a Private Investigator, took pictures, tracked missing clients, and questioned clients
- Prepared hearing files for attorney use, gathered all medical records from doctors, hospitals or any medical facility, assisted in depositions, scheduled medical, social security, and in-office appointments for clients, worked with judges on certain cases
- Reviewed medical records, and spoke with clients while maintaining HEPA confidentiality

Additional Experience

Graduate Assistant, ETSU Criminal Justice Dept., Johnson City, TN, Aug. 2007 – May 2009

- Assisted Students with registration, recommended classes, helped manage overloads, graded appeals, General Education Exception Requirements, and Catalog Extension Requests
- Co-instructed an Undergraduate class, assisted with the syllabus, lectured, and proctored exams

Boys and Girls Club Mentor, Johnson City, TN, 2006 – 2008

Resident Advisor, Dorm Name, ETSU, Jan. 2003 – May 2005

- Documented disciplinary reports for over 600 students
- Maintained order in the residence halls, provided programs and trips under a strict budget
- Provided general clerical and greeting duties

Education

Master of Arts in Criminal Justice and Criminology, May 2009

East Tennessee State University (ETSU), Johnson City, TN

Bachelor of Arts, GPA 3.0, May 2005

East Tennessee State University, Johnson City, TN

Professional Development

Training: Diversity, Resident Advisor Interviewer Training – ETSU

Seminars: ACJS National Convention, Cincinnati, OH (2008)

Law Conference (as a Paralegal), Knoxville, TN (2008)

Software: Windows 7/Vista, Microsoft Office, Banner, SPSS (Statistical Package)

Certifications: CPR, First Aid – American Heart Association (2006-2008)

Activities and Community involvement

Center for Physical Activity (fitness training), ETSU, 2008-2009

U.S. Presidential Campaign Volunteer (voter registration), 2006