Personal

Name
Jessica Lewis

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Skills

- **Multitasking** Expert
- **Oral & Written Communications** Expert
- **Memorandum** Expert
- **Legal Research** Expert
- **Organization** Expert
- **Microsoft Office Suite** Experienced

Jessica Lewis

Multitasking and experienced paralegal specializing in Civil Litigation seeking to join the legal professionals at Stevens, Jones, and Alexander. A dynamic paralegal with competency in general practice law, drafting memorandum, and conducting diligent research for litigation filings. Expert written and oral communicator, with competency in e-filing, drafting memorandum, trial preparation, and organizing electronic files. Courteous, diplomatic, and creative problem solver - dedicated to creating a warm and diverse working environment.

Summary of Qualifications

- Certified Paralegal - 2016 National Association of Legal Assistants
- Understanding of Civil and Criminal Law
- Drafting Criminal or Civil Memorandum
- Completing Court Filings or Subpoenas
- Dictation and Word Processing
- Legal Research and File Organization

Professional Experience

Litigation Paralegal
Aug 2017 - Present

The Law Offices of Jacobs, Jennings, and Smith, Worchester, Mass.

Paralegal secretary for Megan Jacobs, Esq. senior partner of Jacobs, Jennings, and Smith. Worked for Civil Litigation firm for four-years, with daily responsibilities including:

- Drafting memoranda for clients, respondents, and courts.
- Reviewing trial records, case history, and conducting extensive research.
- Drafting and editing legal case files.
- Recording notes via shorthand and teletype during motions, pleas, and jury selection.
- Received commendation for maintaining 100 percent accuracy of document and file retention - four consecutive years.

Paralegal
May 2016 - Aug 2017

US District Court, Brooklyn, NY

Served as an entry-level paralegal in the US District Court located in Brooklyn, New York. Daily and weekly tasks included:

- Served three US District Court Judges, and assisted four legal clerks.
- Drafted subpoena, interrogatories, and email communication to attorney's.
- Researched legal rulings related to criminal law statutes.
- Maintained office files, intercompany communication, and filed court documents.

Education

Bachelor of Arts - Political Science
Aug 2013 - Jun 2016

Boston University | uGPA: 3.88, Boston, Massachusetts

LSAT Score - 172 - May 2016