

ELAINE McCARTHY

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U.S. Citizen
Veteran's Status: None
Federal Eligibility Status: None

OBJECTIVE

To obtain the position of Paralegal Specialist (Ann. #GS-90, Grade 7) with the Civil Division of the U.S. Department of Justice.

EDUCATION

Rutgers University, College of Arts & Sciences, Camden, NJ 08102 US
Masters of Public Administration, Public Management Concentration, 42 credit hours, May 2015

- GPA: 3.8

Loyola College, Baltimore, MD 20230 US
Bachelor of Arts Degree, 120 credit hours, May 2011
Majors: French, Psychology

- Top 10% (3.6 GPA)

University of Paris, Sorbonne, France, Summer Program, 2010

PROFESSIONAL EXPERIENCE

Vandalay & Costanza, 1725 Market Street, Philadelphia, PA 19103 US
Legal Assistant, June 2011 – present; 40 hours per week, \$40,000 per year
Supervisor: John Jacobson (215) 555-9217
Okay to contact this Supervisor: Yes
Provide support services to assist civil litigation activities of a major Philadelphia law firm.

- Review depositions of witnesses or experts providing testimony in a variety of civil proceedings.
- Prepare written summaries highlighting key points of testimony and identifying potential issues of importance.
- Generate charts demonstrating crucial points of evidence.
- Compile material necessary to prepare witnesses for trial.

Crisis Counseling Center, P.O. Box 30987, Camden, NJ 08103
Counselor, May 2011 – present, 6 hours per week, volunteer
Supervisor: Carolyn Weeks (856) 555-9711
Okay to contact this Supervisor: Yes
Assist victims of sexual assault in an active rape crisis center operating in Camden, NJ.

- Provide counseling, information and referral.
- Completed 65-hour training program regarding services, local laws, and counseling techniques.

Columbia Theatre Festival, P.O. Box 772, Columbia, MD 21237

Box Office Manager, Summer of 2009 and 2010, 35 hours per week, \$250 per week

Supervisor: John Levin (410) 555-9874

Okay to contact this Supervisor: Yes

Managed box office operations during a busy three-month summer season.

- Responsible for handling as much as \$700,000 in transactions each summer.
- Maintained records of more than 750 trustees and subscribers to ensure timely notification of upcoming events.

COMPUTER SKILLS

Word Processing: Microsoft Word, WordPerfect

Databases: Dbase IV, Paradox

On-Line Research: NEXIS/LEXIS and BASYS

TRAINING

- Crisis Counseling Center / May 2011 / 65 hours / training in counseling and in local laws.
- Davis & Lloyd / September 2011 / 10 hours / training in how to use online legal databases (LEXIS / NEXIS)

SKILLS

- Proficient with Dbase IV, Paradox, Microsoft Word and WordPerfect.
- Skilled in using legal research software: NEXIS/LEXIS and BASYS.
- Comfortable in either Macintosh or PC environment.
- Fluent in French.
- Type 60 WPM.

AWARDS

- Who's Who Among Students in American Universities and Colleges
- Red and Blue Honor Society
- Vassar College Summer Program for Graduating High School Seniors
- Nominated for Dean's Award
- Outstand Member – Alpha Chi Sorority