

Sarah Jones
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Objective

Paralegal position with opportunity to conduct title searches and other research.

Education

B.S. in Legal Assistant Studies • University of Tennessee at Chattanooga • May 2003
3.56 GPA • Dean' List • Member, Phi Theta Kappa Academic Honor Society

Key Skills

Title Searches • Legal Research and Writing • Interviews and interrogation • Civil Procedures and Litigation • Investigation and Trial Preparation • Online Research • Microsoft Word, Access and Excel • Public Relations/Customer Service

Related Work Experience

Paralegal Intern • J Law, Title Attorney • Chattanooga, TN • August 2001 - May 2002

- Conducted title searches in Register of Deeds office.
- Researched judgments, special proceedings, and probate.
- Performed online searches using Nexus/Lexus software.

Other Work Experience

Library Aide • Chattanooga/Hamilton County Library • Chattanooga, TN • May 2002 - present

- Assist patrons in selecting and checking out books and other materials.
- Helped launch CD-ROM lending program.

Customer Service Supervisor • Target • Chattanooga, TN • June 1999 - May 2002

- Supervised up to six cashiers, ensuring proper cash handling at registers and performance of required customer-service duties.
- Set up cashiers with initial money drawers, totaling \$100 each.
- Processed approximately 30 customer refunds per day, totaling more than \$1,000.
- Approved customer checks.

Professional Honors and Activities

Madeline Gerard Humes Essay Award • Joliet Junior College • May 2002
Won top prize in English II contest for essay on preparing for a trial.

Student Writing Coach • Allen Writing Center, Joliet Junior College • Fall 2002
Assisted students in English I courses in essay-writing exercises.

Volunteer "Big Sister" • Joliet Area Big Brothers and Sisters • May 2001 - present

