

## **ELAINE McCARTHY**

1117 Linden Street  
Camden, NJ 08102  
(856) 555-8188  
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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