

## SAMPLE: FUNCTIONAL RESUME

Name  
Address  
Cell (916) Telephone Number  
Home (916) Telephone Number  
E-Mail Address

### Summary of Qualifications:

- Over 23 years working in the law field, with over 9 years in the private sector
- Diversity of experience in various forms of law, including personal injury, civil litigation, collections, tort, corporations, criminal, etc.
- Experienced in working in various federal and state courts
- Knowledge of computer programs and applications
- Former Legal Support Supervisor

### Education:

University of Phoenix  
Bachelors of Science Degree in Criminal Justice August 2010

Cuyamaca College, El Cajon, California  
Associate of Science Degree in Paralegal Studies June 2003  
ABA Approved Program

### Employment:

#### STATE OF CALIFORNIA:

1996 - present

Department of Justice - Attorney General's Office - Legal Analyst  
Department of Justice - Attorney General's Office - Legal Support Supervisor I  
Department of Justice - Attorney General's Office - Legal Secretary  
Department of Justice - Attorney General's Office - Senior Typist, Legal

- Opening Cases
- Drafting responses to discovery and other legal documents
- Interviewing clients and others pertaining to the litigation action
- Researching issues specific to cases
- Assigning overflow work to secretarial team
- Preparing annual evaluations and probationary employee reports
- Process documents for filing within various federal and state courts
- Proofread documents for correct noun and verb usage, checking the accuracy of citations and quotations, and reading briefs for clarity
- Preparation of check request forms, travel expense claim forms, absence reports, and weekly attorney status reports
- Communicating with staff and other professionals

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- Assist in completing tasks assigned to peers
- Tickle files for review
- Calendar hearings and depositions
- Prepare and file various legal documents and forms, i.e., discovery, court documents, release forms, etc.
- Coordinate and organize clients' and attorneys' for depositions, hearings and meetings, as well as working as a liaison for attorneys and clients
- Establish procedures and train personnel in computer operations, office polices and practices
- Direct and supervise receptionist in daily work projects
- Prepare court documents from initiation to finalization
- Prepare discovery from initiation to finalization
- Trial preparation
- Anticipate attorney and client needs

### **Skills:**

Proficient in Prolaw, WordPerfect, Word, Windows, and LawDesk. Knowledge of Trial Director, MacWrite II, Lotus 1-2-3, Smartlazer, Legal Solutions, Proforma, 10-Key, GroupWise, MacPac, HotDocs, PowerPoint, Excel, MoneyCounts, Lexus, Westlaw, and Using the Internet