**Paralegal Resume Sample You Can Copy and Use**

**Holly Ulberg**

Paralegal

**Personal Info**

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**Summary**

Licensed paralegal with 5+ years of experience. Seeking to increase efficiency and accuracy at Litman & Takacz. At Hudson & Wolff, helped create new legal database that cut time to draft contracts by 35%. Wrote 7+ reports per month and trained 5 junior paralegals. Member of NALA. Skilled in scheduling, investigation, and ERP systems.

**Certifications**

* Advanced Certified Paralegal (ACP)
* Certified Paralegal (CP)

**Experience**

Litigation Paralegal

Hudson & Wolff

2014–2019

* Conducted legal research, investigated case facts, wrote and proofread legal briefs and reports to prepare for trials.
* Assisted with implementation of new legal database that slashed contract drafting time by 35%.
* Wrote 7+ legal reports per month with 95% partner satisfaction.
* Mentored and trained 5 junior paralegals in research.
* Investigated facts for 40+ cases that went to trial.

Junior Paralegal

Hudson & Wolff

2013–2014

* Prepared and proofread 20+ communications per week.
* Conducted 40+ trademark searches.
* Helped cut administrative costs 20% by sourcing better IT vendors.
* Scheduled 800+ appointments.

**Education**

AA Paralegal Studies, Harrisburg Community College

2009–2013

* Excelled in legal research classes.
* Conducted 2-credit project in settlement techniques.

**Additional Activities**

* Member, NALA.
* Mentor 20+ professional paralegals.
* Lead weekly spin classes with 15+ members.

**Conferences**

* 2019 - NALA Conference - Spoke on panel about research.
* 2017 - NFPA Annual Conference

**Hard Skills:**Legal research, writing briefs, billing software, investigation, ERP systems

**Soft Skills:**Interpersonal skills, communication, efficiency