

SUZANNE DEMMING

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SUMMARY

A hard-working, friendly and energetic individual with excellent communication and organizational skills, strong attention to detail and the ability to grasp new concepts and skills quickly. Reliable and responsible. Capable of managing multiple priorities in a deadline driven environment. Seeking a challenging full or part-time paralegal position that will complement my skills and experience.

EDUCATION

Manchester Community College, Manchester, CT

Paralegal Certificate, 2006

G.P.A. 4.0 - West Legal Studies Award & President's List

Relevant coursework: *Introduction to Paralegalism, Legal Ethics, Legal Research, Litigation, Wills, Trusts, and Estates, Business Law I, Real Estate Transactions, Business Organizations, Legal Writing, Computer Applications in Law*

University of Illinois at Chicago, Chicago, IL

Bachelor of Arts in Liberal Arts & Sciences, 1989

Concentration: Criminal Justice - G.P.A. 4.0

PROFESSIONAL EXPERIENCE

Motley Rice LLC, Hartford, CT

Paralegal I

2004 – Present

- Create and update new case files and pleadings indexes. Maintain daily filing.
- Organize 2000+ discovery documents.
- Compare legal documents for discrepancies.
- Bates label documents.
- Use standard forms for simple court filings, reports and correspondence.

Department of Public Health and Addiction Services, Hartford, CT

Health Program Assistant II - Women, Infant and Children (WIC) Program

1998 – 2004

- Identified high-risk vendors; examined bank drafts & financial reports; created inventory audit forms.
- Preparation of vendor hearing records and participation in hearings.
- Created a compliance investigation database.
- Developed a WIC Vendor Handbook and new routing system.
- Updated and rewrote compliance investigation manual, instructions and forms.

Connecticut Business Systems, East Hartford, CT

Work Service Coordinator

1992 – 1998

- Prioritized and coordinated service calls, technicians and parts.
- Achieved reduction in response time from 8-10 hours to 4-6 hours.
- Provided technical troubleshooting and customer complaint resolution.
- Trained new dispatchers and communicated regularly with public, sales staff and managers.
- Compiled statistics on daily basis.

VOLUNTEER EXPERIENCE

- Co-team leader for Buildings and Grounds at Avery Street Christian Reformed Church.
- Co-Superintendent of Sunday School.
- Cub Scout Den Leader.
- Vacation Bible School Recreation Director.
- Parent Aide in Elementary School classroom and Pre-school Helper.