

PAUL RICHARDSON

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OBJECTIVE:

Loyalist College graduate from the School of Justice Studies seeking a full time position as a Law Clerk with Brad Comeau Law Office

HIGHLIGHT OF QUALIFICATIONS:

- Superior oratory skills, proven ability in effectively negotiating
- Able to multi-task while remaining sensitive to accuracy of information
- Critical thinking and problem solving skills
- Excellent writing skills to complete accurate reports and legal documents
- Clear Criminal Record Check
- P-1 License (in process)

EDUCATION:

Paralegal Diploma Program, Loyalist College, Belleville, ON (2015)

- Relevant courses include: Residential Landlord & Tenant Law, Legal Research, Advocacy, Alternative Dispute Resolution, and Evidence & Litigation Process
- Participated in a moot court trial at the Ontario Court of Justice
- Assisted in the operation of the on-campus legal information service (PAIRS)

Onatrio Secondary School Diploma, Centre Hastings Secondary School, Madoc, ON (2013)

RELATED EXPERIENCE:

Placement Student – Highway Enforcement Legal Protection, Belleville, ON (2015)

- Assisted clients who had been charged with traffic offences, provided legal information

Placement Student – DC Paralegal Services, Belleville, ON (2014)

- Provided legal assistance to clients who had been charged with careless driving, fail to remain, speeding, stunt/racing, and other minor or serious charges.
- Contributed to preliminary research of legal information for various court hearings

EMPLOYMENT HISTORY:

Customer Service – Home Hardware, Stirling, Ontario (2011-2015)