
Army Paralegal Resume

Job Objective

Seeking a challenging position as an Army Paralegal where my skills and knowledge will add value to organization.

Highlights of Qualifications:

- Highly experienced in legal research, case management and documentation for Army
 - Profound knowledge of courts-martial, non-judicial punishment, and related military justice issues
 - Outstanding knowledge of using Microsoft Office, ProDocs, LexisNexis and Westlaw
 - Familiarity with preparing legal briefings and correspondence and conducting interviews
 - Ability to plan, organize and perform multiple assignments, simultaneously
 - Ability to deliver legal support and technical guidance to subordinates
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Professional Experience:

Army Paralegal
National Guard, Enterprise, AL
August 2012 – Present

Responsibilities:

- Conducted legal research and prepared for court-martials and military judicial proceedings.
 - Prepared and delivered legal briefings and correspondence to attorneys and case investigators.
 - Interviewed clients and witnesses and conducted their cross-examination.
 - Drafted, processed, and maintained accurate legal forms, documents, and records.
 - Arranged trial exhibits, summarized legal information, and produced routine work reports.
 - Detected and corrected data errors in files to maintain accuracy of information present.
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Army Paralegal
U.S. Army
May 2009 – July 2012

Responsibilities:

- Handled and responded to requests for legal assistance by attorneys and other legal professionals.
 - Planned and prepared for court-martial, non-judicial punishments, and other military justice matters.
 - Advised and assisted attorneys in investigation and handling of cases.
 - Composed and filed charge sheets, motions, and disposition sheets, on time.
 - Prepared, classified, and protected all evidence for trial and court cases.
 - Produced and maintained legal documentation in both paper and electronic formats.
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Education:

Bachelor's Degree in Legal Studies
Oglala Lakota College, Kyle, SD

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