

Yesika Mariela Carrasquillo

PARALEGAL



TECHNICAL SKILLS

Operating Systems:

Android 4.4 — Android 15

iOS 4.3 — 18.5

Windows 8

Windows 8.1

Windows 10

Windows 10 Pro

Windows 11

Software:

Adobe Acrobat Pro DC,

Best Authority 5, Canva, CaseMap 13

Casetext, Clio,

CloudNine Concordance,

Excel, Google Docs,

Google Sheets, Google Slides, iManage

Work 10 Desktop,

Kofax Power PSD Advanced 3,

LexisNexis,

Litera Workshare Compare 10.8,

Microsoft SharePoint,

Microsoft Teams,

Microsoft Teams,

NetDocuments & NDOOffice,

Nuance Power PDF Advanced 2,

OneNote for Office 365,

Outlook, Payne Numbering Assistant 11,

PowerPoint, TimeMap 6,

TrialDirector 6, Word, Workshare 9,

WorldDox GX4, Zoom 5.5

Typing Speed:

92 wpm/97% accuracy (Typing.com)

LANGUAGES

English: Native Speaker

Spanish: Native Speaker

EDUCATION

Bachelor of Science in Legal Studies

State University of New York at Canton

January 22, 2024 — May 16, 2025

Major: Legal Studies

GPA: 4.0 | Graduated with B.S. at the age of 20

Honors: Summa Cum Laude status, Induction into the Golden Key

International Honour Society (SUNY Canton Chapter), College Academic Award for Academic Excellence and Achievement of the Highest Cumulative Grade Point Average in the Bachelor of Science, Legal Studies Program, Placement on SUNY Canton President's List of Academic Honors for Spring 2024, Fall 2024, and Spring 2025 semesters

Relevant Coursework: Advanced Legal Writing, Alcohol, Drugs & Society, American Economic History, American Indian Law & Federal Indian Policy, Art History: B.C. to Renaissance, Art History: Renaissance to Modern, Civil Litigation, Constitutional Law, Contemporary Spanish I, Criminal Practice, Death, Dying & Bereavement, Equity, Diversity & Cultural Competence in Healthcare, Family Law, Film Analysis, History of Europe to 1815, Immigration Law & Border Control, Intro Cultural Anthropology, Intro to Media Studies, Legal & Ethical Issues in Healthcare, Legal Research, Legal Writing, Library/Info Literacy, Negligence & Intentional Torts, Professional Ethics, Professional Writing, Studies in Genre Film: Crime, Study in Genre Film: American Comic, Study in Genre Film: Science Fiction

Associate of Applied Science in Legal Studies

Herkimer College - The State University of New York

August 29, 2022 — May 12, 2023

Major: Legal Studies

GPA: 4.0 | Graduated with Legal Studies A.A.S. at the age of 18

Honors: Summa Cum Laude status, Inducted into the Phi Theta Kappa

International Honor Society (Upsilon Epsilon Chapter), Placement on Herkimer College President's List of Academic Achievement for Fall 2022 and Spring 2023 semesters

Relevant Coursework: Accounting I, American History to 1865, College Literature, College Writing, Conservation & Environment, Constitutional Law/Individual Rights, Financial Mathematics, Introductory Psychology, Keyboarding with Document Processing, Legal Studies Capstone, Wellness

Paralegal Studies Certificate

Herkimer College - The State University of New York

September 7, 2021 — May 13, 2022

Major: Paralegal Studies

GPA: 4.0 | Graduated with Paralegal Studies Certificate at the age of 17

Honors: Summa Cum Laude status, Inducted into the Phi Theta Kappa

International Honor Society (Upsilon Epsilon Chapter), Placement on Herkimer College President's List of Academic Achievement for Fall 2021 and Spring 2022 semesters

Relevant Coursework: Administration of Estates, Business Law I, Business Law II, Civil Litigation and Procedure, Computer Software for the Law Office, Family Law, Intro to Law for Paralegals, Legal Research & Writing, NSLT (National Society for Legal Technology) Legal Technology Certificate, Real Estate Law, Torts & Personal Injury