

# 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