

Paul A. Symington

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OBJECTIVE

To obtain a position as a Paralegal in a mid-sized law firm.

EDUCATION

State University College at Buffalo, New York

Bachelor of Arts in Philosophy May, 20XX

Minor in Political Science

GPA: 3.6/4.0 Dean's list-all semesters

RELATED COURSEWORK

Philosophy of Law

Political Philosophy

Analytic Philosophy

Moral Issues

Business and Ethics

Beginning Symbolic Logic

RELATED EXPERIENCE

Ziffren, Day, & Branca, Buffalo, New York

Paralegal Intern, 1/XX-5/XX

- Conducted legal research to identify appropriate laws, judicial decisions and legal articles in support of client cases.
- Managed files on cases involving labor law such as employee contracts, collective bargaining, arbitration, Equal Employment Opportunity Commission investigations, and discrimination.
- Participated in hearings and trials upon the issuing of formal complaints by the National Labor Relations Board and the Equal Employment Opportunity Commission.
- Attended bargaining sessions and drafted documents for discussion between various labor relations and management departments.

ACTIVITIES

Philosophy Club, State University College at Buffalo, New York

President, 9/XX-5/XX

- Facilitated the development of and co-wrote the Philosophy Club's new constitution.

COMPUTER SKILLS

MS Word, Word Perfect, One Write Plus, QuickBooks, Westlaw, Lexis-Nexis, Internet.

AFFILIATIONS

American Philosophical Association

WORK EXPERIENCE

Butler Library, State University College at Buffalo, New York

Library Assistant, 9/XX-5/XX

Wegman's, Amherst, New York

Cashier, 6/XX-5/XX