

PATRICIA H. WINTERS

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CAREER OBJECTIVE

Position as Legal Assistant

QUALIFICATION HIGHLIGHTS

- Solid academic background in legal assisting; excellent communication skills.
- Strong research and writing abilities; particular attention to detail.
- Able to work well under pressure to meet deadlines.
- Excellent references from previous employers and professors.

EDUCATION

Associate Degree, Legal Assisting, GPA: 3.1
Marshall University, Huntington, WV

June 2005

INTERNSHIPS

Burns, Davis, & Jeffers, Huntington, WV

January 2004 -
December 2004

Intern

- Drafted notices of complaints, summons, and judicial subpoenas.
- Reviewed and evaluated expert witness reports to determine relevance to cases.
- Interviewed clients; took depositions.
- Performed general clerical work related to case assignments.

EMPLOYMENT EXPERIENCE

Marshall University, Huntington, WV

January 1999 -
December 2002

Resident Advisor

- Supervised two floors of undergraduate men and women in co-ed residence hall.
- Provided personal counseling, academic advising, and enforced discipline rules.
- Planned and implemented social, educational, and recreational programs.
- Maintained secure and supportive learning environment for hall residents.

HONORS AND ACTIVITIES

- Marshall University Dean's List
- Huntington Area Habitat for Humanity, Volunteer
- United Way Campaign, Campus Fund Drive Coordinator

REFERENCES

Available upon request from the Marshall University Career Services Center, (304) 696-2370