**SHILA SMITH**

(304) 111-2222 - smiths@marshall.edu

Huntington, WV 25733

**SKILLS**

* Strong ability to work well with individuals from all backgrounds
* Goal-oriented individual who works well under pressure to meet deadlines
* High Energy; worked 40 hours per week while attending college as a full-time student
* Computer skills in Lexis, Westlaw, Microsoft, Excel, and Word Software

**EDUCATION**

B.A. in Criminal Justice May 2022

A. A. in Legal Assisting May 2020

Marshall University Huntington, WV

***Relevant Coursework:***

* Crime Prevention
* Business & Industrial Security
* Correctional Administration
* Civil Liability Issues
* Computer Crime
* Homeland Security

**EMPLOYMENT EXPERIENCE**

Crisis Intervention Advocate May 2021 - Present

The Center for Women and Families Louisville, KY

* Provide crisis intervention, safety planning, counseling, advocacy, information and referrals, and other supportive services to clients
* Answer/screen/document and appropriately direct incoming calls; practice content expertise on community information and referrals
* Coordinate advocate response to hospital runs and complete associated paperwork

**INTERNSHIP**

Legal Assisting Intern January 2021 - May 2022

Mundy & Nelson Huntington, WV

* Assisted in drafting legal documents and pleadings
* Organized extensive case files
* Scheduled miscellaneous types of discovery hearings/meetings for the attorneys

Student Clerk May 2020 - Aug. 2021

United States Attorney’s Office Charleston, WV

* Performed general office duties such as filing and customer service
* Assisted in preparing witnesses for hearings
* Helped paralegals with research, document requests, and case filings

**HONORS AND VOLUNTEER WORK**

* Dean’s List – every semester
* Youth group leader, WYCA, Huntington, WV