

# Jamie Wilson

## Entry-Level Estate Paralegal

Recent paralegal studies graduate with internship experience in estate planning and corporate law. Strong research, drafting, and e-filing skills.

### CONTACT

 (123) 456-7890

 jamie.wilson@example.com

 LinkedIn | Portfolio

 City, State Abbreviation, Zip Code

### EDUCATION

Paralegal Certificate  
University of Denver, Denver, CO  
May 2022

### PROFESSIONAL EXPERIENCE

PARALEGAL INTERN | FRANKLIN & HYDE LLP, DENVER, CO  
JUNE 2022 – DECEMBER 2022

- Drafted wills and trusts under attorney supervision, achieving 100% compliance on first submission
- Conducted statutory and case-law research for 25+ estate-planning matters, reducing attorney research time by 30%
- Filed court documents electronically, cutting filing time from 2 days to same-day

LEGAL CLERK | COLORADO LEGAL AID, DENVER, CO  
JANUARY 2022 – MAY 2022

- Interviewed 40+ low-income clients, preparing intake memos and referral packets
- Transcribed depositions and client statements, delivering transcripts within 48 hours

### CERTIFICATIONS

- Certified Corporate Paralegal (CCP), NALA, August 2018
- Certified Paralegal (CP), NALA, August 2012