

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



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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