



# William Thompson

## Law And Legal

Recent paralegal studies graduate with internship experience in a county prosecutor's office and a small estate planning practice. Comfortable with case management software, court e-filing, and client intake. Looking for a litigation or general practice role to build on courtroom and drafting exposure.

### Contact Information

 (419) 555-0188

 devon.pritchard@example.com

 Toledo, OH 12345

### Education

- A.A.S. in Paralegal Studies (ABA-approved), University of Toledo, 2024
- Certificate in Legal Research, Westlaw, 2024
- Ohio Notary Public, commissioned 2023

### Key Skills

- Westlaw and Fastcase
- Clio Manage
- Microsoft Word and Excel
- Adobe Acrobat Pro
- Court e-filing (Ohio)
- Legal research and IRAC writing
- Client intake and scheduling
- Notary services

### Professional Experience

PARALEGAL INTERN | LUCAS COUNTY PROSECUTOR'S OFFICE, TOLEDO, OH  
JAN 2024 – MAY 2024

- Rotated through felony, juvenile, and appellate divisions, supporting four assistant prosecutors.
- Pulled and summarized prior conviction records for 110+ pretrial bond hearings over the semester.
- Drafted subpoenas and discovery responses; observed 22 court appearances including two jury trials.
- Logged evidence intake and chain-of-custody notes in the office's case management system.

LEGAL ASSISTANT (PART-TIME) | HENNIG ESTATE LAW, SYLVANIA, OH  
2022 – 2024

- Prepared draft wills, powers of attorney, and healthcare directives from attorney templates.
- Scheduled signing appointments and witnessed/notarized documents under attorney supervision.
- Maintained client files in Clio Manage and answered roughly 20 client calls per day during peak season.