

CLARK KENT

33-47 115 STREET • QUEENS, NEW YORK 11375 • (347)123-4567

CLARK.KENT@GMAIL.COM

OBJECTIVE:

Organized and mature college student in the legal field seeking a position as a paralegal

EDUCATION:

New York City College of Technology Fall 2017-Present

300 Jay St. Brooklyn, NY 11201

Bachelor in Legal Assistant Studies expected June 2019

Course Work Includes:

Civil Law and Procedure, Introduction to Paralegal Studies, Accounting

Queensborough Community College Fall 2015- Summer 2017

222-05 56th Ave., Bayside, NY 11364

Course Work Included:

Psychology, Business Law, Public Speaking

Flushing High School Fall 2011- Summer 2015

3501 Union St. Flushing, NY 11354

Course Work Included:

Government, Economics and American History

EXPERIENCE:

Arts and Literacy Summer Camp Summer 2017

93-11 34th Ave., Jackson Heights, NY 11372

Summer Camp Counselor

- Contributed to verbal and written evaluations, activity planning, and administration.
- Planned, coordinated, organized and executed daily activities for the kids.
- Identified and responded to camper behavioral issues, and reported concerns to camp leadership.

Modells Summer 2016

39-12 Main St., Flushing, NY 11354

Sales Associate

- Successfully assisted customers with product selections and purchases.
- Assisted in set up of store displays and inspected merchandise for quality.
- Collaborated with managers, team members, and vendors to achieve the company's success.

SKILLS:

- Languages: English and Mandarin
- MS Office: Word, Excel, Powerpoint
- Research, communication and public speaking skills