

Mykiel A. Peterson

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EDUCATION

New York City College of Technology

B.S. Legal Assistant Studies, New York City College of Technology, Brooklyn, New York

Major: Legal Assistant Studies

LaGuardia Community College

A.A.S Paralegal Studies, LaGuardia Community College, Long Island City, Feb '10

Major: Paralegal Studies, Specialization: Civil Ligation

PROFESSIONAL EXPERIENCE

The Legal Aid Society

Paralegal I

10/14-Present

New York, NY

- Handle intakes from members of the public who contact the office requesting legal assistance
- Enter and search data on various data bases; generate daily, weekly and monthly reports from various databases as needed
- Provide basic case file and case management database maintenance and organization
- Draft, file, and serve subpoenas and other legal documents
- Obtain and copy court and office files; perform basic legal research and check citations
- Backup and support other administrative staff; create case files

The Bronx District Attorney Office

Community Service Case Aide

09/13- 10/14

Bronx, NY

- Received arrest documents from various sources and breakdown folders to organize case paperwork
- Typed supporting depositions and ensure the accuracy of submitted arrest documents
- Obtained prior arrest history sheets and include with case folders
- Answered telephone calls and provide courteous information to police officers, witnesses, victims and as well as the general public

Law Offices of Yoon & Hong

Intern Legal Assistant

10/09 - 11/10

Queens, NY

- Submitted legal documentation to the court clerks on legal matters that were awaiting litigation
- Managed the intake and assessment process for the firm
- Observed, took notes, and assisted the trial attorneys in the courtroom
- Submitted request for documents from the New York Court System

Quality Services for the Autism Community

Volunteer Care Coordinator

01/09 - 09/09

Queens, NY

- Assisted my assigned RN in developing educational, habilitation, residential, support, and recreational programs to meet the needs of the autistic patients and their families
- Learned the van routes, ensured the health, safety and welfare of the patients while assisting in their transport
- Supervised the classrooms by assisting group leaders and therapy assistants in their daily activities
- Assisted in daily meal preparation by distributing snacks and beverages

EAC-NYC TASC & Mental Health Programs

01/07 -12/07

Intern Case Manager Assistant

Kew Gardens, NY

- Assisted Case Managers by preparing written reports and other related documents to submit to Queens Treatment Court
- Administered toxicology test to defendants who were mandated by the court to test weekly
- Utilized the AWARDS agency's data system to record updates on the TASC program participants

OTHER EXPERIENCE

Nike Town New York

05/09 – 01/14

Sales Associate

New York, NY

- Utilized my training and knowledge to assist customers in selecting the appropriate athletic gear for maximum performance in their sport.
- Maintained the merchandise in my assigned area in an orderly manner.
- Handled customer service on the sales floor, while rotating to assist with register transitions

SKILLS:

Excellent in Microsoft Word, PowerPoint and Excel

Strong Multi-tasking and organizational skills

Type - 35 wpm

Legal Research and Writing

Good Problem solving

Experienced in Lexis-Nexis