

# Shannon Bourdet

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## Objective:

Seeking a full-time entry-level Paralegal/ Paralegal Assistant position

## Education:

University of California, Davis  
Bachelor of Arts in Communications, Business Communication Emphasis  
September 2005

University of California, Berkeley Extension  
Paralegal Certificate  
May 2006

## Professional Experience:

**Bartender/Server, Chili's, San Rafael, CA**

**06/2002-Present**

- Preparation of drinks and service of food to customers with a high standard of quality
- Maintenance and management of cash drawer with high amounts of currency
- Perform multiple tasks while maintaining the restaurant's standards of quality
- Utilized communication degree and experience to better communicate with guests
- Certified in training of new hires through Brinker International

**Personal Assistant/Asst. Sales Manager, Ace Uniforms, Sacramento, CA**

**03/2002-11/2006**

- Assist in sales of uniforms and accessories to cadets at the California Highway Patrol Academy
- Knowledge in the quality, price, and information on the garments and accessories sold to the cadets
- Created and maintained inventory of accessories sold to cadets

**Administrative Office Assistant, Chancellor's Business Office, Santa Cruz, CA** **01/2002-03/2002**

- Assisted office secretary in clerical tasks, including data entry and filing
- Acquired valuable computer and organizational skills
- Managed the front desk alone in the evenings

**Assistant Office Manager, W. Bradley Electric, Novato, CA**

**06/1999-02/2001**

- Assisted Office Manager in all aspects of office management including data entry, phone maintenance, filing, mail maintenance, and general office tasks
- Highly proficient in Microsoft Office programs including Word, Excel, PowerPoint
- Maintained inventory, delivery, and repairs of over 100 Nextel cell phones for both the office and field personnel
- Managed frequency and collection of Safety Meeting reports
- Controlled over 20 phone lines and voicemail boxes while managing the front desk

*References available upon request*