

Brenda Juchter-Williams

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Objective

I am seeking a position as a Paralegal in a law firm with strong ethical and social values where I can make a meaningful contribution to the well being of both the law firm and their clients.

Skills and Abilities

- Organization
- Research
- Preparing Documentation
- Interviewing
- Case Management
- Legal Writing
- Problem Solving
- Communication Skills
- Utilization of Technology
- File Maintenance
- Analysis of Data

Education and Training

Certification in Paralegal Studies UC Berkeley Extension June 2006

- Studied all aspects of paralegal work, including ethical considerations, legal research, LexisNexis, legal writing, citation form, interviewing, pleading preparation, coordination of discovery, basics of arbitration and form preparation.
- Specific courses included Tort law, Contract Law, Business Law and California Procedures.

BA in Social Services and Corrections U of Nevada, Reno, NV Dec.1980

- Graduated with Distinction in 3 1/2 years.

Professional Experience

Library Assistant Foothill High School, Pleasanton CA May 1997-Present

- Performed research daily using online databases and Internet searches.
- Organized and maintained 22,000 volumes and multimedia items on a daily basis.
- Designed and maintained the website for the library using Dreamweaver software.
- Prepared memos, reports, presentations, spreadsheets, etc., with Microsoft Word, Excel, and PowerPoint.
- Provided supervision and training of student assistants and volunteers.
- Analyzed, designed and streamlined methods for inventory and compiling statistical information and reports.
- Designed, improved and implemented library procedures to improve service to patrons.
- Maintained library's budget including procuring bids, comparing vendors, and maximized value from limited funds.

Social Worker Reno NV May 1995-Dec 1995/August 1989-May 1991

- Designed, implemented, and administered 2 new programs.
- Developed guidelines, procedures, and forms to initiate program and compile statistics.
- Provided Case Management.

References available on request.