

ALHOUSSEINI A. MAIGA

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- Objective** My objective is to work in a dynamic **legal** environment where My experience, my education and my recent **paralegal Certification** skills and abilities are used effectively. I am self-motivated, highly organized and resourceful.
- Education**
- University of California, Berkeley Extension
- **Paralegal Certification Program**, Feb. 2006
- Peralta Community College, Oakland CA 2004
- Writing and grammar class
- University of Mali
- **Bachelor of Law(B.A)**, June 1999
- High School of Markala /Mali
- High School Diploma , 1992
- Experience**
- Feb, 2006 : **UC, Berkeley Paralegal program Certificate Paralegal**
- Completed Certificate course in paralegal studies at UC, Ext. San-Francisco, CA with substantive courses of **Business Law, Tort Law, California Procedure** and **Contact Law**.
 - Trained in **Legal terminology** , Ethic, Legal writing and research , including client interview, investigation, Legal Analysis, citation forms, pleading, discovery preparation, Office Memorandum, drafting complaint, motions and files maintenance.
- 2004 – Present: **University of California, Berkeley Foreign Language Instructor**
- Instruct graduate students in Mandingo or French
- 2002- Present: **House of Blue Jeans, San-Francisco, CA Sales representative**
- Refine communication skills and marketing while helping costumer

- Conduct and complete phone orders also close and open the register.
- Train new hired on products knowledge and sales techniques

2003- 2004 : Newark, CA

Auto Sales consultant at Fremont Ford (part time)

2003 : Cashier at Nanak Shell, Oakland, CA

1999 -2001 : Trained at C.M.D.T, Bamako/ Mali

Basic knowledge about corporation's structure and organization.

Skills

Computer skills include experience in general word processing, **Microsoft Word, Excel** in addition to a taping experience.

Very **strong internet knowledge**. Trained to use **LexisNexis** as a research tool.

Language spoken

- **English**
- **French**
- **Mandingo**
- **Songhoi**

