

MAUREEN MCGEE

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Objective Paralegal/legal assistant position using skills acquired from UC Berkeley Extension Paralegal Studies Program

Qualifications

- researching and citing primary, secondary authority
 - knowledge of tort, contract, and business law, and California procedures
 - experience with drafting and editing correspondence, complaints, trial briefs, trial memorandum, motions and discovery documents
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Employment

Landlord of a two unit San Francisco building 2001 - Present

Managed renovation for unit addition 1995 - 2001

- negotiated financing
- dealt with City and County of SF Building Dept. for plans and permits
- meetings with architect/engineer, contractors and subcontractors
- made many design decisions

Worked as an administrative assistant 1998 - 1996

- University of California San Francisco
- Through temporary personnel agencies worked for a stock brokerage and architectural firm,
- Commercial real estate firm
- Public relations agency

Education

- Paralegal Studies Program at University of California, Berkeley Extension Certificate of Completion
 - San Francisco State University, one year undergraduate work in clinical psychology
 - Volunteered two years for San Francisco Suicide Prevention
 - San Francisco State University, Bachelor of Arts, Journalism
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Skills

- LexisNexis, Microsoft Word, Microsoft Windows, WordPerfect
- maintaining professional calendars, scheduling travel, processing correspondence, manuscripts and reviews, medical library research, maintaining confidential patient records
- assisting real estate brokers by processing proposals, contracts and charts
- extensive filing, photocopying and professionally manage phone calls
- Knows the importance of:
- being professional, a team contributor,
- meeting deadlines, communicating
- being flexible, detailed, accurate and punctual

