

# Tina Soper

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## Objective

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Entry-level position utilizing my education and training in Paralegal studies.

## Education and Training

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**Gadsden State Community College**, Gadsden AL  
Paralegal Studies, August 2017 - December 18, 2018

**Penn Foster High School**, Scranton PA  
Diploma, May 2016

## Skills

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- Windows Vista, Windows XP, Mac
- Microsoft, PowerPoint, Word,
- Healthcare Experience, 9 years
- Learns new software applications quickly

## Employment Experience

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**Rehab Select** Albertville AL 05/2009-08/2018  
*Certified Nursing Assistant*

- Document care and activities of residents and notify nurse of changes in status.
- Assist the residents with feeding, personal hygiene and participation extra curricular activities.
- Take vital signs, blood pressure, pulse, temperature, and respiration's.
- Train new certified nursing assistants.
- Follow daily care plan as prescribed by the health care team

**Sand Mountain Law Firm** 06/2018-01/17/2019  
*Receptionist* Boaz AL

- File paper work
- Answer phones
- Run errands

*Bankruptcy Paralegal* 08/20/2018-01/17/2019

- Executed the intakes of new clients (chapter 7), prepared clients for court, pulled status dockets from ECF/Pacer software, pulled money status from trustee website, and resolved current clients business matters.
- Effectively supervised a two-judge caseload, provided exceptional customer service to clients reviewed petitions, indexed and organized files.
- Thoroughly analyzed and summarized factual information, obtained documents through subpoenas, calendared confirmation hearing dates, and calendared 341 dates.
- Interviewed clients, arranged for attorneys to interview clients, handled arrangements for clients to appear in court, pulled money status from the trustee website, attended court sessions, and recruited new clients.

- Attended court and documented observations
- Responded to inquires and requests for case-related information from judges, court administration, and attorneys.
- Conducted Legal Research

*Family Law Paralegal*

08/20/2018-01/17/2019

- Prepared Petitions, Orders, Discovery Requests and Responses
- Prepared Trial Notebooks and assisted in Trial settings
- Assisted Attorney in effectively meeting deadlines
- Performed prospective client interviews
- Maintained good communication with clients, court staff, and opposing counsel
- Effectively managed Attorney's Court and appointment calendar

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## **Certification**

- Westlaw
- Alabama Notary Public

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## **Volunteer Work**

*Volunteer, Assisted Living- Senior Bingo, 2013-2016*

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**Sand Mountain Law Firm** Boaz AL  
*Internship*

06/27- Present

- Assists paralegals with the reasearch and gathering of legal documents in preparation for trails.
- Maintained database and files, answered phones, received messages, and performed other office administrative tasks
- Supported the preparation of documents for criminal and civil trials by scheduling and conducting interviews with clients, witnesses, and other lawyers
- Created and maintained a paper and electronic litigation database.