vance rey

| v.rey@live.com | (716) 555-0100 | [www.linkedin.com/in/v.rey](http://www.linkedin.com/in/v.rey) 4567 Main St Buffalo, New York 98052 |
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# Objective

| Organized, dedicated and ambitious budding professional with excellent attention to detail, seeking at position as\_\_\_\_\_\_\_\_\_ at (company name)\_\_\_\_\_  |
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# education

| Bellows Community College, *Tin, Texas*June 2014: Bachelor of Science in Paralegal StudiesJune 2012: Associate in Arts in Paralegal Studies |
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| Certified Registered Paralegal, National Federation of Paralegal Associations |

# Experience

| September 2016-Present | Paralegal Intern, Wingtip Law Firm PC* Itemize each of your responsibilities
* Itemize each of your responsibilities
* Itemize each of your responsibilities
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| June 2014-August 2016 | Legal Secretary, XYZ Law LLC* Itemize each of your responsibilities
* Itemize each of your responsibilities
* Itemize each of your responsibilities
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# key skills and characteristics

| * Critical Thinking
* Handling Pressure
* Leadership
* Problem Solving
 | * Microsoft Office Suite
* LexisNexis & Westlaw
* 90 WPM Typing Speed
* Adaptability
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# activities and interests

| Literature, environmental conservation, art, yoga, skiing, travel  |
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