

Benjamin Franklin

Permanent:

12800 North Lake Shore Drive
Mequon, WI 53092
(262) 243-5700

Campus:

12800 North Lake Shore Drive
Mequon, Wisconsin 53097
(262) 243-5700

OBJECTIVE	To obtain a career in the paralegal field where attention to detail, social concerns and problem-solving skills are necessary.	
EDUCATION	B.A., Concordia University-Wisconsin, Mequon, Wisconsin Majors: Paralegal Criminal Justice	May 2001
AWARDS	<ul style="list-style-type: none">➤ The National Dean's List 1997-2000➤ Concordia University Wisconsin's Dean List 1999-2000➤ The Paralegal Association of Wisconsin Scholarship 2000➤ The Wisconsin Professional Police Association Scholarship 1997➤ Who's Who Among American High School Students 1995-1997	
EXPERIENCE	District Attorney's Office, _____, Wisconsin Internship <ul style="list-style-type: none">➤ Assisted District Attorney's Office in court trials➤ Completed legal research at the District Attorney's Office Wisconsin Department of _____, Campbellsport, Wisconsin Clerical Assistant <ul style="list-style-type: none">➤ Clarify directions and assist customers➤ Dispatch messages to rangers for delivery at camp sites➤ Manage daily work activities for reservations and sales _____, Kewaskum, Wisconsin Server/Cook <ul style="list-style-type: none">➤ Prepare and serve customer orders➤ Maintain daily work activities Wisconsin Department of _____, Campbellsport, Wisconsin Assistant Naturalist Created and led educational nature programs. Provided hunting and camping information to customers	January 2001-present March 1997-present March 1995-present March 1999-2000
RELATED	<ul style="list-style-type: none">➤ Field Biology Phenological Studies	
ADDITIONAL SKILLS	<ul style="list-style-type: none">➤ Fluent in Spanish	
VOLUNTEER WORK	<ul style="list-style-type: none">➤ Auxiliary Officer, _____ Police Department, _____, Wisconsin➤ Senior Cadet/Explorer, _____ Police Department, West Bend, Wisconsin➤ Sunday School Teacher, _____ Parish, West Bend, Wisconsin➤ DARE Representative within School District, _____, Wisconsin	1997-present 1995-1999 1995-1998 1995-1997
AFFILIATIONS	<ul style="list-style-type: none">➤ Student Member, Paralegal Association➤ Student Member, Circle K	2000-present 2000-present
INTERESTS	<ul style="list-style-type: none">➤ Law/Legal Field, specifically in the Paralegal research area	
REFERENCES	Available Upon Request	