

Your Personal Characteristics, Skills and Experience	Seeking Position: Paralegal, Legal Assistant	
<ul style="list-style-type: none"> -Maintains high ethical and confidentiality standards -Capable of dealing with sensitive and confidential information -Ability to multi-task and work under pressure -Familiarity with legal terminology -Highly organized and detail-oriented 	<p>Ability to multi-task... Ability to multi-task, prioritize and willingness to learn other duties. Handling multiple tasks in a fast paced environment. Perform wide range of administrative duties containing moderate-levels of responsibility and complexity. Ability to prioritize multiple tasks, handle conflicting priorities, and utilize excellent communications skills. Ability to prioritize tasks according to urgency.</p>	
<ul style="list-style-type: none"> -Strong work ethic -Fast learner -Motivated -High Achiever -Excellent customer service 	<p>SAMPLE CANDIDATE SKILL COMPARISON</p> <p>NOTE: THIS INFO WILL BE TAILORED TO YOU</p> <p>SHOULD YOU PURCHASE OUR SERVICES:</p> <p>http://www.centerforexcellence.net/resumeservicessteps.html</p>	<p>the fast paced</p> <p>ings, appeals, wills,</p> <p>ed and have</p> <p>ent communication</p> <p>g delivery of</p> <p>cluding the meaning</p> <p>grammer.</p>
<ul style="list-style-type: none"> -Case briefing experience -Ability to engage in and complete time-consuming research and projects -Ability to use proper citations (blue-booking) -Multi-Lingual Communication Skills (English, Polish, Russian) 	<p>Skills and Responsibilities... Responsibilities include but are not limited to: Conducts research and fact-finding to assist in case preparation. Gather and analyze research data, such as statutes, decisions, and legal articles, codes, and documents. Prepare affidavits or other documents, maintain document file, court calendars and file pleadings with court clerk. Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.</p>	

- Able to build good rapport with people
- Effective interpersonal skills
- Capable of contributing to teams and teamwork

Ability to work as a Team Member...

Ability to work as a team member, possessing interpersonal and organizational skills.

Ability to work closely with multiple management styles

SAMPLE CANDIDATE SKILL COMPARISON
AND
JOB ANNOUNCEMENT/JOB DESCRIPTION

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SHOULD YOU PURCHASE OUR SERVICES:

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project will have an opportunity to work on a complex commercial litigation assisting with the review, coding and redacting of documents in preparation for discovery. Additional responsibilities may include creating witness binders, preparing for depositions and maintaining files. Prior experience with large document-intensive cases is a big plus.

This is an exciting opportunity to work with one of the nation’s top law firms!

Qualified Candidates Must Have:

- Professional demeanor & strong work ethic
- Immediate availability for AT LEAST 3-6months
- Live in or commutable distance to Wilmington, DE
- Prior relevant law firm experience

Job Description: An established law firm Orlando is looking for a highly skilled, focused, and professional paralegal. Experience with community associations is mandatory. Strong computer skills are important as well as attention to detail and several years of legal experience is required.