

Andy Young

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I am driven to serve and excel; and therefore, I am committed to contributing to the success of the Company in a position of diverse responsibilities which demands professionalism, competency and dedication.

Education: University of Kansas – Newton, Kansas
BA – English and Literary Studies

Core Competencies:

- ✚ Excellent Communication and Writing Skills
- ✚ Interpersonal Skills
- ✚ Proficient in English
- ✚ Interviewing and Research Skills

Experience:

Sliver Clark & Associates, P.C. - Paterson, NJ

20xx – 20xx

Paralegal

In this capacity my responsibilities included but were not limited to:

- Scheduled appointments for incoming clients.
- Interviewed clients for case management. Assisted and researched information for lawyer's to prepare for court.

George I. Smith, Esq. – Watchung, NJ

20xx – 20xx

Responsible for handling paperwork for attorney

- Responsible for handling paperwork for attorney, prepared folders for Trustee's 341(a) meetings.
- Assisted and prepared bankruptcy papers.

Superior Court of New Jersey – Frenchtown, NJ

19xx – 20xx

Probation Officer

- Reviewed incident reports on defendants and police reports.
- Obtained relevant documents necessary for client's cases.
- Prepared detailed pre-sentencing investigation reports for judges.
- Prepared bail investigation reports on defendants prior to their court appearances.
- Prepared substance abuse investigations detailing abuse history and recommended counseling when applicable.

Superior Court of New Jersey – Trenton, NJ

19xx – 19xx

Criminal Division – Central Judicial Processing Court - Investigator

- Interviewed custody defendants.
- Identified and screened candidates for drug court.
- Prepared initial bail reviews
- Determined defendant's eligibility for Public Defendant's representation.

Customer Service Company – Hamilton, NJ

19xx – 19xx

Customer Service Representative

- Analyzed information on applications and other documents for financial assistance.
- Determined economic needs of clients and their eligibility for financial and other assistance.
- Investigated conditions in response.