

Mike Jones

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Professional Skills Profile:

- Proficient in utilizing Westlaw for legal research, data collection and information reporting
- Excellent qualifications in extrapolating, analyzing and reporting legal facts, precedents and case law
- Proven success in independently managing projects and meeting/exceeding all milestones and deadlines
- Hands-on skills in the full range of paralegal functions and activities
- Writing and editorial skills within the legal, business and not-for-profit industries

Education:

Master of Arts in Public Policy -GPA 3.96 Anticipated May 2013

Liberty University, Lynchburg, VA

Computer Skills: Westlaw, Microsoft Office Word 2010, QuickBooks, Search Engine Optimization

Grant Writing Certification May 2011

Grant Writing Consultant Training Program, The Grant & Foundation Center

Bachelor of Arts in Business Management -GPA 3.81 May 2009

University of Maryland, College Park, MD

Concentration: **Ethics**

Experience:

School of Government Graduate Student Assistant August 2011-Present

Liberty University, Lynchburg, VA

- Proctor classes of up to 100 undergraduate students in upper level government coursework
- Grade objective and subjective tests; Manage all grade calculation and posting for 2 professors with full class loads
- Compile research for class lectures; Submit recommendations to faculty

Paralegal Intern May 2012- August 2012

Stech, Braem, Sanderson & Associates, Allentown, PA

- Updated filing system for organization of all current and past client files
- Interviewed clients requesting pro bono assistance and took full case history for firm partners
- Transferred manual files to electronic system and trained 3 full time paralegals in utilization of new system

Team Leader/Communications Intern May 2011-August 2011

International Justice Mission, Washington, DC

- Invited to return for a second summer internship as team leader for communications interns
- Assisted in research, writing, and editing of grant requests that resulted in total awards of \$175,000
- Authored compelling documents that raised awareness, enlisted support and encouraged financial contribution

Volunteer Leadership and Advocacy:

Volunteer, National Small Business Association Special Event/Fundraising Program 2011- Present

Volunteer/Advocate, National Day of Prayer 2010 - Present

Volunteer/Advocate, Paralyzed Veterans of America 2009

Volunteer/Advocate, Youth With A Mission 2008-2009

Volunteer, Youth Crisis Hotline 2008-2009