



Resume of Applicant #201584

PROFESSIONAL SUMMARY

Transitioning from a legal support environment, bringing strong analytical and research skills. Effective in managing complex information and maintaining accurate records. Detail-oriented professional seeking to apply my writing, researching, and proofreading skills to contribute to organizational success.

WORK HISTORY

Deitch and Perone P.C., West Long Branch, NJ July 2025 Present
Paralegal/Legal Assistant
Draft and proofread legal documents, including correspondence, case summaries, court forms, and discovery requests.
Communicate with clients, adversaries, court personal, or insurance representatives to facilitate case progression and information exchange.
Oversaw deadlines, statute of limitations, and court dates to ensure timely filings and adherence to timelines.

Tom the Green Grocer, Scotch Plains, NJ October 2021 - Present
Cashier
Delivered efficient and accurate transaction processing while maintaining a high level of customer service in fast-paced retail environments.
Handled cash, card, and digital payments with precision, consistently balancing registers and minimizing discrepancies.
Assisted customers with product inquiries, returns, and issue resolution, contributing to a positive shopping experience and repeat business.

EDUCATION

Rutgers University, New Brunswick, NJ Graduated May of 2025
Bachelor of Arts in English
4.0 Major GPA
Sigma Tau Delta English Honor Society Member
Sigma Alpha Epsilon Executive Team Member
Study Abroad in Seville, Spain, coursework in Arts and Humanities

SKILLS

Created and maintained a monthly newsletter for my fraternity
Post weekly on a personal Substack for fun
Proficient in Microsoft Office Suite (Word, PowerPoint, Outlook) open to learning Excel
Strong communication skills, both written and verbal
Exceptional writer
Self-starter, independent, but strong teamplayer when in groups