

**Objective** Seeking an entry-level Legal Assistant, Paralegal Specialist, or Administrative Support position within a federal, state, or local government agency where legal research, document management, procedural compliance, and written communication skills are essential.

**Core Skills**

- **Legal:** Legal research and writing (IRAC), statutory and procedural analysis, case file organization, court e-filing.
- **Technical:** Python (document automation, OCR), GitHub, AI research tools (NotebookLM, Vertex), MS Office.
- **Compliance:** Confidentiality protocols, ethical standards, records management.

<b>Education</b>	<p><b>Rasmussen University</b> <i>Fargo, ND.</i> <i>Associate in Applied Science</i> <i>Paralegal Studies. Class of</i> <i>2027. GPA: 3.80.</i></p>	<p><b>North Dakota State University</b> <i>Fargo, ND</i> <i>Architectural Drafting &amp; Design</i> <b>West Fargo High School</b> <i>Class of 2011</i></p>
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<b>Experience</b>	<p><b>Student Ambassador</b> <i>Rasmussen University</i> <i>2025-Present</i></p> <ul style="list-style-type: none"> <li>• Secure and maintain confidential institutional records.</li> <li>• Execute administrative, visitor intake, and clerical operations.</li> </ul> <p><b>Server/Trainer</b> <i>West Fargo VFW - WF, ND</i> <i>2018-2020</i></p> <ul style="list-style-type: none"> <li>• Trained employees on operational procedures and compliance policies.</li> <li>• Audited transaction records and managed high-volume shifts.</li> </ul>	<p><b>Independent Legal Researcher</b> <i>Self-Directed 2020 - 2025</i></p> <ul style="list-style-type: none"> <li>• Analyzed and synthesized North Dakota family law statutes into structured research briefs.</li> <li>• Developed Python scripts to automate document processing, OCR, and data organization.</li> <li>• Designed workflows to manage large volumes of legal text and research notes.</li> </ul>
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