

# First Name, Last Name

City, State, Zip Code

Email Address, Phone Number

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## Summary

Seeking an administrative position to perform clerical and administrative functions such as drafting correspondence, scheduling appointments, and maintaining paper and electronic files and providing information to callers.

## Qualifications

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### Knowledge

- Psychology
- Customer service and Personal Service
- Administrative and Management
- Computers and Electronics
- Law and Government (Russia)

### Languages

- Bilingual: fluent in Russian Language
- Proficient in English, verbal and written

### Skills

- Active Listening and communication skills
- Strong interpersonal skills
- Effective leadership and management skills
- Problem solver and critical thinker

### Work Ethic

- Dedicated and self-motivated
- Goal-oriented and team- player
- Punctual and efficient
- Culturally sensitive and non-judgmental

## EXPERIENCE

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**Regional Chamber of Advocates, Nizhny Novgorod, Russian**

2001-2016

*Associate Attorney*

- Represent clients in criminal and civil litigation and other legal proceedings
- Draw up legal documents
- Manage and advise clients on legal transactions
- Interpret laws, rulings, and regulations for individuals and businesses
- Present evidence to defend clients or prosecute defendants in criminal or civil litigation

## **Certifications**

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**Glendale Community College, Glendale, CA** 2016-2018  
**Garfield Campus, Continuing Education**  
Course Work: Introduction to Computers, Windows, Internet, MS Excel

## **Education**

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**Glendale Community College, Glendale, CA** 2018-2020  
Paralegal Studies, Associate of Science Degree

**Nizhny Novgorod State University, Nizhny Novgorod, Russia** 2000  
Law Degree, Jurisprudence (JD)