

CAROL A. BACHER

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JOB OBJECTIVE

Position as a paralegal

HIGHLIGHTS OF QUALIFICATIONS

- Strong analytical, writing and research skills
- Solid grounding in litigation skills; completing paralegal certification program
- Conscientious and thorough with detail
- Equally effective working independently and in cooperation with others

LITIGATION SKILLS

- Drafted interrogatories declarations, and memoranda of law in various cases
- Drafted pleadings, discovery documents, client and demand letters, memoranda of law, and motion with points and authorities, in paralegal course work
- Complied case law on First Amendment ineffectiveness of counsel in Constitutional Law case studies appeals
- Completed courses in Litigation, Legal Research and Writing, and Legal Office Technology, Criminal Law, Family Law, Torts, Property Law, Contract Law

Skills: Proficient with Microsoft Office Word, Power point, Excel, Outlook

EMPLOYMENT HISTORY

2001-present	Substitute Teacher	St. Patrick High School Vallejo, CA
1996-2000	Independent Study Teach	John Swett High School Crockett, CA
1981-1985	Legal Secretary	Bechtel Group, Inc. San Francisco, CA

EDUCATION

Paralegal Certificate, John F. Kennedy University Orinda, CA	2010 (GPA 3.6)
B.A., Liberal Arts, John F. Kennedy University Pleasant Hill, CA	1997
A.A., Business, Eastern Connecticut State University Willimantic, CT	1980