

Francis Functional

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EDUCATION

Bachelor of Social Work - Anticipated Graduation Date: May 2022

University of Wisconsin Oshkosh - Oshkosh, Wisconsin GPA: 3.9/4.0

Associates of Arts & Science, Emphasis: Political Science - May 2011

University of Wisconsin Fox Valley - Appleton, Wisconsin GPA: 3.7/4.0

SUMMARY

- Extensive knowledge of legal procedures, ethical issues, and laws with over 4 years of experience in the legal profession
- Four years of experience teaching and facilitating activities for students of various background and abilities
- Strong communication and collaboration skills with ability to lead and facilitate initiatives and projects
- Experience researching and advocating for community resources to aid students and clients

SKILLS & ABILITIES

Administrative & Communication

- Organize, compile and prepare legal documents for attorney review and case preparation
- Gather legal documents and write reports in preparation for trial
- Investigate legal information, and research relevant laws, regulations, and ethical issues
- Correspond with clients to schedule meetings and answer questions
- Redesigned Library Media Center layout to optimize use of library and computer lab space
- Developed and carried out district-wide budgeting for library media centers
- Analyzed current library media collections, selected quality curriculum-based materials, and cataloged new materials for patron use via Follett Destiny library management software
- Utilized strong written and verbal communications skills in designing detailed lesson plans for afterschool program

Interpersonal & Collaboration

- Maintain transparent communication between attorneys and clients regarding legal proceedings
- Establish rapport with clients by engaging in an inviting manner
- Assessed and differentiated learning activities for students on the autism spectrum, learning disabilities, and cognitive disabilities
- Planned and implemented age-appropriate activities to nurture child development, creativity, safety, exploration, and education in a state-licensed home facility for five to seven children age birth to 5 years
- Cooperated with Youth Board, Education Committee, and Congregational Council to provide a variety of programming for members and manage the youth program budget
- Collaborated with special education teacher in a classroom to teach small group lessons and art lessons to eight to ten K-2 students in special education
- Recruited and trained adult volunteers and arranged volunteer opportunities for youth in grades 7-12

Technology

- Organize and maintain confidential documents in paper or electronic filing databases
- Utilize writing and communication tools including MS Office Suite and Google Apps
- Incorporated use of interactive whiteboards in authentic learning experiences for students
- Designed educational materials using Adobe Photoshop, Adobe Illustrator, and Adobe InDesign
- Created blogs, websites, and podcasts for communicating professional and educational goals and news
- Conducted individualized staff trainings for technology tools and equipment

PROFESSIONAL EXPERIENCE

- Paralegal, Johnson & Riley Law, Appleton, WI
August 2018-Present
- Legal Assistant, Erickson & Peterman, LLC, Cambria, WI
2015-August 2017 June
- Library Instructional Assistant, Cambria-Friesland School District, Cambria, WI
August 2014-June 2015
- Afterschool Program Coordinator, Boys & Girls Club, Oshkosh, WI
August 2013-August 2014

ADDITIONAL EXPERIENCE

- Camp Counselor, Camp Whitcomb/Mason, Hartland, WI
June 2014-August 2013
- Special Education Teaching Assistant, McHenry School District, Woodstock, IL
June 2011-August 2013

VOLUNTEER ACTIVITIES

- 4H Arts Project Leader, Welsh Prairie 4H Club
June 2019-Present
- Preschool Co-Teacher, Play & Learn Parent Co-op
2019 August 2018-June
- Youth Soccer Coach, Cambria-Friesland Youth Soccer Program
2018 June 2016-October

ORGANIZATIONS & AFFILIATIONS

- Member, The National Paralegal Association
September 2017-Present
- Member, The American Bar Association
August 2018-Present
- Member, Wisconsin Educational Media and Technology Association
August 2014-Present
- Member, Wisconsin Art Education Association
August 2011-July 2015
- Member, Beaver Dam Area Arts Association
February 2013-June 2015

HONORS & AWARDS

- Kappa Delta Pi Education Honor Society
2019-2020 inducted May 2019, co-president
- University Scholars Program
September 2019-September 2020
- Charles Chronis Art Award
April 2016