

Francis Functional

Oshkosh, WI * (920) 333-3333 * functf33@uwosh.edu

EDUCATION

Bachelor of Social Work - May 2022

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

Associates of Arts & Science, Emphasis: Political Science - May 2020

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

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 2019-Present
- Legal Assistant, Erickson & Peterman, LLC, Cambria, WI June 2017-August 2019
- Library Instructional Assistant, Cambria-Friesland School District, Cambria, WI August 2016-June 2017
- Afterschool Program Coordinator, Boys & Girls Club, Oshkosh, WI August 2015-August 2016

ADDITIONAL EXPERIENCE

- Camp Counselor, Camp Whitcomb/Mason, Hartland, WI June 2015-August 2015
- Special Education Teaching Assistant, McHenry School District, Woodstock, IL August 2014-June 2015

VOLUNTEER ACTIVITIES

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

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 2016-July 2018
- Member, Beaver Dam Area Arts Association February 2016-June 2018

HONORS & AWARDS

- Kappa Delta Pi Education Honor Society Inducted May 2019, Co-President 2019-2020
- University Scholars Program September 2019-September 2020
- Charles Chronis Art Award April 2018

