

# SARA STARICHA SMITH

sara.staricha@gmail.com

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## OBJECTIVE

To obtain a paralegal position with a law firm that offers an opportunity for growth.

## WORK EXPERIENCE

Sept. 2006- Present

Austin American Statesman, Austin, TX

### Notarized Legal Notice Representative

- Maintained all legal notices and acquired responsibility for our 8 community newspapers legal notices in Dec. 2011.
- Became trained in Obituary and Customer Support duties so I was able to serve as a back-up for this dept. in addition to my daily responsibilities.
- Familiar with TABC guidelines, Citation by Publications, Notices to Creditors, Invitations to Bid, Request for Proposals, Notice of Sale for storage facilities, and TCEQ notices.

Aug. 2003 – Sept. 2006

The Austin Chronicle, Austin, TX

### Classified Sales Representative

- Cold called businesses daily to get new advertisers in the classified section.
- Managed many new and existing accounts daily.
- Obtained sales goals set by management.

## EDUCATION AND TRAINING

### University of Texas, Austin, TX

Paralegal Certificate Program, received certificate in Dec. 2011.

Relevant coursework included: Preparing legal documents such as, Demand Letter, Discovery documents, Motion for Summary Judgment, and a Trial Brief.

Classes consisted of: Tort Law, Texas Rules of Civil Procedure and Contract Law.

### University of Minnesota, Minneapolis, MN

B.A. in Speech Communications, received degree in May 2000.

- Proficient in MS Word, Excel, Outlook, & PowerPoint, trained in April 2009.
- Some experience with Westlaw and Lexis.
- Notary Public for Travis County, Texas since 2007.
- Completed “Five Steps to Proper Notarization” through the NNA in Nov. 2011.
- Member of the Capital Area Paralegal Association, www.capatx.org

<http://www.linkedin.com/in/sarastarichasmith>

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