

Jaclin Stinus

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OBJECTIVE

Obtain a position in the legal field with the potential to utilize my paralegal education and the opportunity for professional growth.

EDUCATION

Certificate in Paralegal Studies, 2011

The University of Texas at Austin

- General studies in preparation for paralegal career including ethical considerations, legal research, legal writing, citation form, interviewing, law office investigation, pleading preparation, coordination of discovery, basics of arbitration, form preparation, and other skill relevant to the paralegal field.
- Program included specific substantive courses in Torts, Contracts, and Texas Rules of Civil Procedure.

Bachelor of Arts Degree, Magna Cum Laude; 2010

Baylor University, Waco, TX

Major in Art History, Minor in Museum Studies

- Earned a 3.87 GPA in a research and writing-intensive program which required me to produce, on average three research papers per semester, most of which I was also required to present and defend before my instructors and peers.
- Member of the National Society of Collegiate Scholars and Golden Key International Honor Society.

EXPERIENCE

Research Assistant - Texas Christian University, Fort Worth, Texas; 1/11-4/11

While taking Masters level coursework in Art History at TCU, worked in the Art History Department as a Research Assistant for 12 hours/week. Conducted preliminary research as input to professor's scholarly projects, utilizing academic and public domain data sources.

Visual Resource Aide - Texas Christian University, Fort Worth, Texas; 8/10 – 12/10

Worked in the Art History Department as a Visual Resource Aide for 12 hours/week, maintaining an image database widely utilized by both professors and students. Used leading software packages for scanning, editing, correcting, and filing images, including SilverFast, Photoshop and FileMaker Pro.

RELEVANT SKILLS

- Proficient in Mac and PC, Microsoft Word, Excel, PowerPoint and Photoshop.
- Familiar with Outlook, Access, FileMaker Pro, Westlaw and Lexis.