



GINNY YANG-CRANSTON

ginnyyang@rocketmail.com

Professional Goal:

To utilize my freshly obtained paralegal certificate through University of Texas, to make vital contribution to a firm's paralegal needs, to help provide the strongest representation to clients and thereby being a key part of a successful firm.

Work History (Legal):

Ryan, Mason & Lewis, LLP, Fairfield, CT; 4/2007 – 7/2008

Legal assistant to an intellectual property law firm; performing phases of prosecution of domestic patent applications to USPTO; including but not limited to diligent docketing, e-filing of documents as well as communicating with various inventors.

Elstein and Elstein, PC, Bridgeport, CT; 1/2000 – 4/2006

Legal Assistant/Secretary to two principal attorneys in a general practice law firm. Focus on construction law litigation as well as real estate transactions and plaintiff's personal injury claims.

Education:

University of Texas, Paralegal Certificate (12/2011)

Catawba College, Catawba, N.C.: BA in Liberal Arts with a Cum Laude.

Computer Skills:

Microsoft Office Suite: Proficient in Word and Outlook; familiar with Excel and PowerPoint; working knowledge of CATIC software for legal real estate transactions.

References:

WILL BE PROVIDED UPON REQUEST