Xxxxx X. Xxxx

xxxx 9th Street Apt. #xxx
Lafayette, IN xxxxx
(xxx) xxx-xxxx ♦ xxxxx@xxx.xxx

Objective

To obtain a Tax Law Assistant position with Jones, Smith, & Schultz, LLP to help strengthen the tax practice area of your firm.

Education

Purdue University, West Lafayette, IN

Candidate for B.A. degree in English

- Focus: Professional Writing; Pre-Law
- Expected to graduate in May 2008

Work Experience

Cordaro Law Group, LLC - Tax Law, Internship	02/04 – Present
 Prepare case summaries, file, and perform miscellaneous tasks 	Lafayette, IN
upon attorney's request.	
Delta Auto Body, Finance Management Administrator	05/99 – Present
 Analyze cash and check transactions, supervise customer and 	Lafayette, IN
employee problems, and operate the central computer system.	

Awards/Honors

•	The National Dean's List – 28 th edition	03/2005
•	Member of Phi Theta Kappa, International Honor Society	02/2005 – Present
•	Pledge Professional Chair of Phi Alpha Delta	10/2005 - 12/2006
	Active member of Phi Alpha Delta, International Law Fraternity	12/2004 – Present

Skills

- · Operating Systems: Microsoft Windows NT/XP and Macintosh OS
- Software: Microsoft Office 2000/2003/XP, Adobe Photoshop 5.5/7.0/CS, Internet Explorer, Netscape Navigator, Mozilla, Telnet, Macromedia, Pro-Law
- Bilingual in English and Spanish, proficient in Portuguese
- Punctual, hard working, and dedicated with great initiative and leadership skills

References

Michael Smith	Ralph K. Kang	Dr. Henry Duckett
Cordaro Law Group, LLC	Delta Auto Body	
xxxx Main Street	xxxx 4 th Street	xxxx Hanover Pkwy, Ste B
Lafayette, IN 47909	Lafayette, IN 47909	Kokomo, IN 20770-3603
(xxx) xxx-xxxx	(xxx) xxx-xxxx	(xxx) xxx-xxxx