

David McKinney

Atlanta, GA 30331

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I am keenly adept at legal research, my skill set extending far beyond the norms. My versatility renders me capable of operating in a highly independent work format, perform cogently within a team framework, and moreover lead the team if necessary.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Freelance Paralegal

Virginia Beach, VA

January 2005 to Present

Education

Bachelor's degree in Business Management

Southside Virginia Community College - Virginia

2019 to 2020

Legal assistant | Paralegal Diploma in Law

Blackstone Career Institute - Allentown, PA

March 2009 to March 2011

GED

March 2001 to March 2001

Skills

- Legal Research
- Legal Drafting
- Negotiation
- Writing Skills
- Research
- Proofreading
- Case Management
- Microsoft Outlook
- Personal Assistant Experience
- Adobe Acrobat

- QuickBooks
- English
- Event Planning
- Administrative Experience
- Transcription

Certifications and Licenses

Computer Literacy

October 2014 to Present

Career & Technical Education Course

Data Entry Clerk

February 2015 to Present

Certifies that I mastered the necessary skills of, and am qualified to seek employment in the above occupation | job title as defined by the Department of Labor

Word Processor Operator

December 2015 to Present

Certifies that I mastered the necessary skills of, and am qualified to seek employment in the above occupation | job title as defined by the Department of Labor

Administrative Clerk

December 2015 to Present

Certifies that I mastered the necessary skills of, and am qualified to seek employment in the above occupation | job title as defined by the Department of Labor

Personal Computer Operator

December 2015 to Present

Certifies that I mastered the necessary skills of, and am qualified to seek employment in the above occupation | job title as defined by the Department of Labor