

Kim M. Batson

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With strong computer and people skills, a proven track record of office, administrative, and business experience, and emerging legal support abilities, I stand ready to make an immediate contribution to the effective and efficient operation of your law firm. Highlights of my qualifications include:

- **Personable:** Developed in retail, honed in non-profit settings that rely extensively on relationships, and polished through volunteer activism and public speaking, my people skills allow me to relate to a wide variety of individuals and retain a calm demeanor under challenging circumstances.
- **Computer Savvy:** I am adept at Microsoft Word and Publisher; comfortable with PowerPoint, Excel, Outlook, Membership Plus, and Westlaw; and capable of quickly learning new programs.
- **Organized:** With minimal direction or oversight, I consistently set goals, meet publication and project deadlines, and maintain the order of office files while assisting callers and visitors.
- **Trustworthy:** I preserve the highest level of confidentiality when clergy, church leaders, or parishioners share sensitive information with me.
- **Accomplished Interviewer/Researcher/Writer:** As editor and printer for a small real estate and community newsletter, I conducted interviews, took pictures, researched, and wrote all [articles](#). I hand-delivered [The Landist News](#) in downtown Durham from 9/2008 – 3/2009, when the owner withdrew it to develop a virtual version. Shortly thereafter he accepted a full-time writing job with *The Motley Fool* and relocated to Virginia. For the same employer, I conducted a successful property search, evaluation, selection, and lease negotiation for a commercial business site.
- **Poised to Grow:** As a candidate for a Post-Baccalaureate Paralegal Certificate at Meredith College with an anticipated graduation date of May 2010, I am eager to learn the inner workings of a law office from the ground up. The program, which is ABA-Approved and NC State Bar Qualified, meets three nights a week. As my knowledge increases, so will my value to you.
- **Legal Training:** I earned all “A’s” the first semester: Legal Research (Westlaw, Shepardizing, Bluebook, memos, case & appellate briefs, etc.), Legal Survey, and Law Office Management. This semester I am taking Civil Litigation (Rules of Civil Procedure, interviewing, investigating, discovery, complaints, answers, motions, etc.). Other second semester coursework includes title searching, real estate closings, and trusts and estates.

I believe that my attitude, aptitude, and attributes will make me a valuable member of your team. If you want an employee who has a can do/will do outlook, views challenges as opportunities, not obstacles, and hates the term, “That’s not my job,” please call me at 919-265-9820 for an interview.

Sincerely,

Kim M. Batson