

Jessica M. McCann

4 Wood Haven Court
Columbia, IL 62236

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Normal, IL 61761
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Objective: To obtain a paralegal/legal assistant position at a law firm.

Education: **Illinois State University** - Normal, IL
Bachelor of Science in Legal Studies and Political Science

- Expected Graduation Date: May 2020
- GPA 3.65

Canterbury Christ Church University - Canterbury, United Kingdom

- Studied Abroad: Spring 2018

Experience: JusticeCorps Volunteer February – November 2019
AmeriCorps Bloomington, IL

- Assist patrons with e-filing court papers
- Help patrons find legal information about their case on legal aid sources online
- Answer questions for patrons about court procedures
- Make phones to the clerk's office

Paralegal Intern May 2019 – August 2019
Monroe County State's Attorney's Office Waterloo, IL

Drug Unit Intern August 2018 – December 2018
McLean County State's Attorney's Office Bloomington, IL

- Filed court papers into cases
- Filled out discoveries on cases for attorneys
- Communicated with the legal assistants and attorneys
- Observed court on many occasions

Summer Camp Counselor May 2017 – August 2019
YMCA Columbia, IL

- Planned activities for children
- Reported accidents to parents and supervisor
- Resolved problems that the children had

Server May 2018 – August 2018
Bully's Smokehouse Columbia, IL

- Communicated with customers about problems
- Closed the store

Student Worker September 2016 – December 2017
McAlister's Deli (Student Center) Normal, IL

- Helped with completing inventory of food
- Closed the kitchen in the store

Honors:

- Lambda Epsilon Chi – ISU chapter of the National Paralegal Honor Society
- Dean's List, Spring Semester 2019 and Fall Semester 2017

Activities:

- Pi Beta Phi Sorority, 2016 – 2019