**ELIZABETH LEE**

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| **SUMMARY**  | American professional seeking a teaching position with a reputable school in Seoul, Korea. |
| **EDUCATION** | **California State University, Los Angeles** Political Science – Pre-Legal Option B.A.Dean’s List **Fashion Institute of Design & Merchandise**Honor’s Roll |
| **SKILLS** | • Excellent communication skills - written and verbal• Proficiency with Microsoft applications and excellent research skills• Ability to multitask and get work done under time constraint• Responsible, reliable and attentive• Easily adapt to work different types of environment• Friendly, positive and outgoing |
| **PROFESSIONAL****EXPERIENCE****PARALEGAL** | **Tashjian Law Firm – Glendale, CA**Established law firm specialized in entertainment and business immigration law.May 2007 to PresentSummary: Manage all stages of case preparation Keep in contact with clients, gather and organize documents, and prepare immigration forms; Predict and resolve complications that may surface before and after cases have been submitted; Frequent contact with clients concerning procedures, issues and status of cases; Draft letters, correspondence and other miscellaneous documents as needed; Research changes in immigration regulations; and Responsible for office operation whenever attorney is absent.**Hahn & Associates – Los Angeles, CA** Boutique law firm specialized in immigration and personal injury law.October 2007 to May 2007Summary: Managed personal injury and immigration cases.Drafted letters to insurance companies based on extensive research and interview with clients;Negotiated settlements with insurance companies; Handled each case according to its specific needs and brought to light crucial issues that changed the course of a claim settlement; Prepared immigration cases for filing; and Implemented efficient office procedures through organization and pursued creative ways to resolve difficult problems.**Mesereau & Yu, LLP – Los Angeles, CA**High-profile law firm specialized in criminal and civil law.April 2006 to October 2006Summary: Assisted attorney in all aspects of trial preparation for both criminal and civil cases.Reviewed, indexed and organized highly confidential documents; Performed legal research, drafted documents, and prepared court documents to be filed; Reviewed and transcribed highly confidential cassette and video tapes; and Screened potential clients. |

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| **PROFESSIONAL****EXPERIENCE****TEACHER** | **Keystone – La Crescenta, CA**May 2007 to June 2007Responsible for second to sixth grade students.Tutored fourth grade student from Korea privately.**Private Tutor – La Canada, CA**June 2000 to June 2003Tutored elementary school students.**NOTE**: I have also worked as a teacher for two additional employers: Smart Clinic – La Crescenta, CA and EQ After-School – Los Angeles, CA. I also volunteered as a fourth and fifth grade bible study teacher for Oriental Mission Church, Los Angeles, CA. Because of the amount of time that has passed since I held these positions, I cannot provide reference for these employers.  |
| **EXTRA-CURRICULAR** **ACTIVITY** | **Solid Rock Church – Los Angeles, CA**Appointed Welcoming Minister 2006Elected Board Member 2007Appointed Committee Leader 2008 |
| **REFERENCES** | Available upon request. |

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