**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 Present  Summary: 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 2007  Summary: 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 2006  Summary: 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 2007  Responsible for second to sixth grade students.  Tutored fourth grade student from Korea privately.  **Private Tutor – La Canada, CA**  June 2000 to June 2003  Tutored 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 2006  Elected Board Member 2007  Appointed Committee Leader 2008 |
| **REFERENCES** | Available upon request. |

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PAGE 2 - Resume of Elizabeth Lee