

Resume of Lisa Lorraine Hanna

CAREER OBJECTIVE

Responsible, challenging legal secretarial/assistant position in fast paced office. Seeking a position that demands attention to detail and utilizes considerable organizational and communication skills. Advancement potential upon admission to state bar.

EDUCATION

Thomas M. Cooley Law School, J.D., 1993 – Honors Scholar, Dean’s List, Who’s Who Among American Law School Students, Student Newspaper, Environmental Law Society

Roosevelt University, B.A. with Honors, 1990, Honors Program, Franklin Honor Society, National Dean’s List, Full Academic Scholarship

William Rainey Harper College, A.A., 1988, 4.0 GPA

Naval Justice Academy, Court Reporter/Paralegal Training, 1984, First in Class

Central Texas College, Paralegal Program, 1983-1984 (Fort Hood Campus)

Branch Area Careers Center, Legal Secretarial Program, 1979-1980

Quincy High School, Quincy, Michigan, 1980

EMPLOYMENT/SERVICE

1998.99	Law Clerk, MP SMITH & ASSOCIATES, PC
1996.97	Independent Contractor/Legal Assistant, MICHELLE A SIMMONS BROWN
1994.95	Law Clerk, LAW OFFICES OF REEVES & LYNCH
1991.93	Law Clerk, HODARI & ASSOCIATES, P.C
1990.91	Legal Secretary, STAMP AND FRANKLIN
1989	Legal Secretary, McNAMEE & MAHONEY, Ltd.
1988.89	Records Clerk, Algonquin Police Department, Algonquin, Illinois
1986-88	Word Processing Specialist/Executive Secretary, School District 15
1986	Paralegal, O’BRIEN & MIROBALLI, Attorneys at Law
1980-85	Court Reporter/Legal Specialist (SGT/E5) United States Army