

JAMES C. OWENS

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OBJECTIVE

Internship in legal services areas in Walgreens Corporate Internship Program for Summer 2009

EDUCATION

Bachelor of Science, Southern Illinois University Carbondale (SIUC) Aug 2009
Major: Paralegal Studies - **GPA: 3.8/4.0**

Relevant Coursework

Intro to the Legal Process; Legal Analysis, Research and Writing I, II; Civil Procedure; Family Law; Bankruptcy and Creditor's Right; Law in American Society

WORK EXPERIENCE

Resident Assistant, Neely Hall, SIUC Spring, Fall 2008

- Monitored 40 students in residence hall
- Planned and scheduled required evening programming in areas such as time management, study skills, academic success, dealing with your roommates, etc.
- Developed and recruited residents for community service projects including blood drives, clean/green days and take-a-kid-fishing day
- Attended weekly staff meetings with resident hall director

Tutor, Center for Basic Skills, SIUC June 2006 – Dec 2007

- Tutored fellow students in math and English
- Prepared tutoring schedules
- Submitted monthly student progress reports

MILITARY EXPERIENCE

United States Air Force, Honorable Discharge June 2005

Technician, Lackland Air Force Base, San Antonio, TX June 2003 – April 2005

- Provided computer support (hardware and software) in the administrative center processing in excess of 500 new recruits per month

COMMUNITY SERVICE

- Big Brother Program, Carbondale, IL Sept 2006 – Present
- United Way Campaign; Base Chairman; Carbondale, IL Nov 2006 - Present

MEMBERSHIPS

- Organization of Paralegal Students, SIU Chapter, Recording Secretary (2006-2007) Oct 2006 – Present

SKILLS

- Computer skills: Lexis Nexis, Abacus Law, MS Word, Excel, Access, programming and website development experience
- Excellent research and writing skills
- Conversational Spanish