

Christian D. Spendlove

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Objective: Obtain full-time employment as an entry-level paralegal at an internationally involved and legally diverse law firm, where my writing, editing, and legal knowledge will allow me to assist attorneys with their day-to-day activities.

EDUCATION:

BA English, professional writing emphasis

Expected Graduation July 2013

Brigham Young University-Idaho; Rexburg, ID

- GPA 3.8
- Political Science Minor
- Freshman Award of Excellence Scholarship (Full tuition)

WORK EXPERIENCE:

SAT Consultant (Temporary Hire)

Tesoro Petroleum Corporation—Legal Dept.; San Antonio, TX; Jan-April 2009

- Handled and reviewed over 2000 separate corporate legal contracts before filing
- Confirmed records of completed contracts in hard-copy and electronic databases
- Prepared files for corporate move by filing and recording in database

Boy Scout Camp Counselor

Bear Creek Scout Reservation; Hunt, TX; June-July 2006, 2007, 2008

- Filled out and recorded paperwork for over 700 scouts' merit badge requirements
- Learned leadership, organizational, and database processing skills

SKILLS:

- Experienced with Microsoft Office (Word, Publisher, PowerPoint, Excel), Adobe Photoshop
- Trained in critical thinking and reading, researching, technical writing, and editing
- Experienced in Serengeti Tracker and Emptoris Contract Manager (legal database programs)

REFERENCES:

Jeremiah Birmingham

Scout Camp Program Director, Bear Creek Scout Reservation

(210) 724-6587

Kim Duncan

Legal Administrative Analyst, Tesoro Legal Department

(210) 626-4132