

# Kenneth J Carpenter

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Philadelphia, PA 19143  
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(610) 610-547-5666

## Professional Objective:

Obtaining a Paralegal position with two years Intern experience, maximizing my educational BS Degree in Criminal Justice Rosemont College, Associate in Business Paralegal Prism Career Institute, Associate Architectural Design American Institute of Design

## Experience:

Law firm of Anthony Raffo, Esq, Springfield, Pennsylvania 19050

### Real Estate Common Law

Intern Paralegal

2 Years

Conducted legal research Westlaw cases, drafted legal documents, memorandums and briefs, drafted letters to clients, opposing counsel, opposing parties and court clerks, scheduling daily and weekly appointments, legal drafting of complaints, preparation of motions, preparation of interrogatories, depositions, research policies and procedures that govern the operations of District Courts, ability to learn and understand the law.

## Computer Skills & Ability:

Proficient in Microsoft word, principles of management.

Competent written & verbal communications skills

Ability to work independently and as a team player

Computerized accounting bookkeeping and spreadsheets

Education:

Rosemont College BS Paralegal Criminal Justice - 2015  
1400 Montgomery Avenue  
Rosemont, Pennsylvania 19010

Prism Career Institute Associate Business Paralegal - 2013  
6800 Market Street  
Upper Darby, Pennsylvania 19082

Pennsylvania Licensed Realtor RS198040L -1993 - current  
Member (NAR) Natl Association of Realtors – 2018

American Institute of Design Associate Architectural Design 1975  
Cherry Hill, New Jersey 08034