

Jennifer Roberts

310 Preswicke Mill
Blacklick, OH 43004

614-301-4505
jennifergracie2001@yahoo.com

OBJECTIVE

Hard worker with integrity wants to pursue a career in the legal industry that provides opportunities for diversity and growth.

EDUCATION

Kaplan University
Bachelor of Science Paralegal Studies
Graduated March 16, 2010

Wright State University
Bachelor of Liberal Arts, December, 1997
Major: Sociology
Minor: Political Science

RELEVANT COURSES

Real Estate Law, Contracts, Criminology, Juvenile Delinquency, Evidence, Civil Litigation

WORK EXPERIENCE

Pricing Routing Specialist
<http://www.pacerglobal.com>
Pacer Global Logistics
Dublin, OH

November 98 to December 2009

- Work with operations to ensure freight is moved in a timely manner
- Authorized to research problems with pricing issues to save money for the company
- Updating quotes when changes occur
- Negotiate railroad and dray rates to enhance more profit for the company
- Assist pricing analyst with rates to customers
- Negotiate rates with the customers and sales to optimize profit margin

Cash Office Administrator, IMAX Secretary
<http://www.wpafb.af.mil/museum>
United States Air Force Museum
Dayton, OH

April 94 to November 98

- Responsible for managing cash balances for multiple departments
- Accountable for bank deposits
- Audited nightly reports
- Performed customer relations tasks

Juvenile Probation Officer Internship
Greene County Juvenile Court
Xenia, OH

June 97 to November 97

- Responsible for updating client files
- Managed own cases
- Interviewed clients with parents for pre-sentencing investigations

- Performed follow up appointments with clients in home and school

COMPUTER SKILLS

Proficient in AS400, Excel, Word, Power Point , Lexis Nexus

ACTIVITIES

- Attend Reynoldsburg United Methodist Church
- Volunteer in nursery at Reynoldsburg UMC