

# KERRY-ANN KELLY

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*Entry-Level Legal Assistant ▪ Aspiring Paralegal ▪ Administrative & Client Support Specialist*

**Detail-oriented and highly organized aspiring legal professional with strong research, analytical, and communication skills. Skilled in case file organization, administrative support, and client intake, ensuring efficient legal operations.** Proficient in Microsoft Office Suite, Google Workspace, and database management, with the ability to handle clerical tasks, maintain legal documentation, and manage schedules with precision. Adept at multitasking in fast-paced environments while demonstrating strong attention to detail, professionalism, and confidentiality. Eager to learn and contribute effectively to a legal team by providing high-quality support and ensuring seamless case management.

## EDUCATION

<b>John Jay College of Criminal Justice, New York, NY   Bachelor's Degree Earned</b>	2020 – 2025
<b>Hudson High School of Learning and Technology, New York, NY   Diploma Earned</b>	2016- 2020

## CORE EXPERTISE

Legal Research & Analysis | Case File Organization & Documentation | Client Communication & Intake Support | Database & Document Management | Microsoft Word, Excel, PowerPoint & Google Workspace | Negotiation & Problem-Solving | Strong Attention to Detail & Time Management | Professional Phone & Email Etiquette | Team Collaboration & Adaptability | Critical Thinking & Decision-Making | Organizational & Multitasking Skills | Confidentiality & Ethical Judgment

## PROFESSIONAL EXPERIENCE

<b>The Borgen Project – Remote   Intern</b>	Dec 2023 – Mar 2024
<ul style="list-style-type: none"><li>▪ <b>Research &amp; Analysis:</b> Conducted in-depth research on policy issues, legal frameworks, and social justice initiatives to support advocacy efforts.</li><li>▪ <b>Written Communication &amp; Content Development:</b> Drafted reports, articles, and social media content to raise awareness about key issues.</li><li>▪ <b>Collaboration &amp; Project Support:</b> Worked closely with team members to organize virtual meetings, manage deadlines, and execute campaign strategies.</li></ul>	
<b>TurnUp Activism – Remote   Intern</b>	Jun 2023 – Aug 2023
<ul style="list-style-type: none"><li>▪ <b>Donor &amp; Client Relations:</b> Contacted donors and potential supporters, effectively communicating the organization's mission to encourage engagement.</li><li>▪ <b>Database Management &amp; Documentation:</b> Oversaw donor and supporter databases, ensuring accuracy and organization.</li><li>▪ <b>Marketing &amp; Community Outreach:</b> Assisted in implementing marketing campaigns through social media and email outreach.</li></ul>	
<b>Steve &amp; Kate's Camp – New York, NY   Camp Counselor</b>	Jul 2022 – Sep 2022
<ul style="list-style-type: none"><li>▪ <b>Supervision &amp; Leadership:</b> Provided guidance and supervision to groups of campers, ensuring a safe and inclusive environment.</li><li>▪ <b>Program Coordination:</b> Organized daily activities, facilitated group discussions, and adapted programs to meet camper needs.</li><li>▪ <b>Problem-Solving &amp; Conflict Resolution:</b> Identified and addressed camper concerns, ensuring a positive camp experience.</li></ul>	
<b>Just Salad – New York, NY   Cashier/Topper</b>	May 2021 – Aug 2021
<ul style="list-style-type: none"><li>▪ <b>Enhanced Customer Service &amp; Communication:</b> Greeted customers, answered inquiries, and provided recommendations.</li><li>▪ <b>Point-of-Sale Operations &amp; Transaction Processing:</b> Processed sales transactions quickly and accurately, ensuring a seamless checkout process.</li><li>▪ <b>Organization &amp; Efficiency:</b> Maintained a clean and organized workspace while working efficiently in a fast-paced</li></ul>	

environment.

## **TECHNICAL SKILLS**

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Adobe | Google Workspace | Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) | Social Media Platforms