



TIARA PITTMAN

Paralegal

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Contact

Profile

Looking for an opportunity to expand and utilize my legal skills. Detail oriented with exceptional verbal and written communication skills. Highly organized with critical thinking skills. Dedicated employee with strong work ethic. Team player with the ability to work independently. Excellent multi-tasking skills.

Education

June 2021

David Brealey High School/Union County Vocational Technical School
Associates Certificate in Early Childhood Development

January 2025
Anticipated

Union College of New Jersey, Associate in Science in Paralegal Studies, GPA 3.7

Academic Honors

Phi Theta Kappa Iota Xi Chapter; Dean's High Honor List Fall 2022, Spring 2024; Vice President's Honor List Fall 2023

Experience

February 2024- present

Paralegal Intern, *Law Office of April C Bauknight, Esq.*

Draft legal documents including certifications, contracts, briefs, complaints, motions and pleadings. Conduct legal research into case laws, and interview clients. Provided additional support to attorney during depositions. Organize and maintain legal files. File documents with local court systems. Ensured client confidentiality.

February 2022- February 2024

Crew Member, *Trader Joes*

Upkeep of the store. Assisted customers and other crew members. Provided support in team settings and alone. Provided exceptional customer service. Organized store merchandise. Wrote delivery orders. Assisted in unloading product.

October 2019-August 2020

Sales Associate, *Carters Inc*

Cared for the upkeep of the store. Assisted customers with shopping. Provided exceptional customer service. Promoted incentive programs. Provided team support and worked alone. Organized merchandise.

Skills

Microsoft Office Suite, Google Suite, Zoom, Clio, MyCase, Westlaw, LexisNexis.