

James F. Polk

3609 Mary Lane
Escondido, CA 92025
(657) 234-2232

jfpolk@gmail.com – www.jamespolk.net

Education

University of San Diego, Paralegal Program

Fall 2014

ABA Approved Paralegal Certificate Program, Emphasis in General Litigation

Courses: Introduction to Law, Legal Research and Writing, Civil Litigation, Criminal Law, Real Estate Litigation, Family Law, Criminal Defense Internship

Criminal Law: researched penal code for crime titles for legal memorandum, drafted informal discovery request letter, drafted notice of motion and motion to suppress evidence illegally obtained, drafted sentencing memorandum.

Civil Litigation: researched venue and local court rules, drafted complaint, drafted general denial with affirmative defenses, drafted form interrogatories and responses to interrogatories, drafted deposition notice to party and depositions, calendaring, organized client file and trial notebook, drafted jury instructions.

Real Estate Litigation: drafted client letter, formed case strategy with IRAC of issues

General Coursework: case briefing, issue spotting, substantive and topical law research and memoranda writing.

California Lutheran University

Spring 2001

Bachelor of Arts, Religion (GPA: 3.87 Major, 3.323 Overall)

Courses: Spanish, Systematic Theology (parallel to substantive law study), Ethics, Communications, History, Sociology, Narrative Theology Exegesis (parallel to case briefing), Philosophy, English and Spanish Literature, Psychology, Leadership, Public Speaking, Exegetical Research, Thesis Writing and Research.

Honors: Resident Assistant in Senior Residence Hall 98-99, Religion Departmental Assistant 99-00, Youth Director under supervision of Systematic Theology Professor 00-01

Computer Skills

Proficient In: Microsoft Office Suite 2013, LexisNexis, Adobe Creative Suite, SmartDraw(legal diagrams).

Familiar With: Westlaw Next, Abacus Law, Hot Docs, E-Discovery and E-Filing procedures, Abacus Law, Tabs3, TimeMatters, Summation, Casemap, Timemap, LiveNote, Deltaview, and ProLaw.

Experience

- **Speedway Gas Assistant Manager: 2020-2021**
- **Contract Paralegal: 2015-2021**
- **Voting Member CALDA (California Association of Legal Document Assistants) 2015-2016**
- **Bonded and San Diego County Registered: 2015-2016**
 - **Process Server**
 - **Legal Document Assistant**
 - **Unlawful Detainer Assistant**
- **Criminal Defense Internship: Michael Anthony Hernandez, San Diego, CA: Fall 2014**
 - Legal memoranda on IOLTA accounts.
 - Researched brain injury issues related to felony child abuse case and summarized findings for letter to D.A.
 - Researched Social Security issues relating to benefits with respect to felony status.
 - Researched licensure issues for client desiring to be EMT but facing a felony.
 - Researched client prior conviction at Chula Vista Court House.

James F. Polk

3609 Mary Lane
Escondido, CA 92025
(657) 234-2232

jfpolk@gmail.com – www.jamespolk.net

- **Landlord/RE Investor: Self-Employed, Southern California: 2007-2014**
 - Transaction opening and closing task coordination as well as purchase and sales negotiations.
 - Zoning and engineering issue research before closing.
 - Implemented strategic investing strategies such as comparative market analysis by \$ per sq. ft.
 - Coordination with property manager and contractors.
- **Area Director Young Life High Desert: Greater LA Region, CA: 2012-2013**
 - Started group to work with kids on juvenile probation.
 - Built new area utilizing administrative, organizational, motivational and clerical skills learned from being an Assistant to Escondido YL Area Director.
 - Networked with Juvenile Probation Officers so that my organization could supervise community service for children with court ordered community service hours.
 - Coordinated with Parents of children on probation, the City of Victorville and Volunteers to help mentor children and help them complete their community service hours.
 - Organize community service paperwork for children to take to Probation Officers.
- **Webmaster STL E-Commerce Site, SEO: Self-Employed: 2009-2012**
 - Search engine optimized a set of keywords based on positive elements of the sport of skateboarding.
 - Provided a forum for parents and children to post their family skateboarding videos.
 - Edited meta tags and page content for economy of words and relevancy.
 - Trademarked a private label and worked on branding.
- **Community Day School Substitute Teacher: Escondido Union School District, CA: Fall 2009**
 - Worked with Jr. High Kids who were transitioning from Juvenile Hall, Court School, Community Day School on behavior contracts and then ultimately back to regular public school.
 - Dealt with behavior issues in classroom.
 - Communicated issues with Parents via written correspondences.
 - Graded tests and papers, communicated concerns with Teachers via written correspondences.
 - Developed personalized lesson plan with Principal.
- **Security Officer: Securitas, San Marcos Office, Cymer Post, CA:2008-2009**
 - Secured office area and parking lots.
 - Monitored gas readings and tracked pressures in log sheet.
 - Wrote incident reports.
 - Completed daily activity reports.
 - Delivered WSJ to Executives.
- **United States Marine, Platoon Scribe, Guide, Class Leader: USMC: 2007-2010**
 - Organized liberty paperwork for Platoon Sargent's approval.
 - Coordinated fire watch schedule.
 - Organized Platoon Roster.
 - Made all Xerox copies for Platoon Sargent.

James F. Polk

3609 Mary Lane
Escondido, CA 92025
(657) 234-2232

jfpolk@gmail.com – www.jamespolk.net

- **Substitute Teacher & FB Coach: Escondido Charter High School, Escondido, CA: 2006-2007**
 - Taught high school math lessons, supervised computer classes.
 - Proctored and collected French exams.
 - Collected and graded homework assignments.
- **Loan Officer: Network Mortgage and Realty, Escondido, CA: 2006-2007**
 - Conducted client interviews.
 - Researched mortgage loan programs.
 - Conducted follow-up client conversations.
 - Coordinated transactions and closings.
- **Loan Coordinator: Better Mortgage Professionals, Escondido, CA: 2004-2005**
 - Researched mortgage loan programs.
 - Coordinated transactions and closings.
- **Marriott Front Desk: Sorrento Mesa Residence Inn, CA: 2003**
 - Checked Guests into rooms using guest service computers.
 - Logged billing account codes for corporate and government extended stay guests.
- **Outside Service Coordinator: Vineyard Golf Course, Escondido, CA: 2001-2002**
 - Coordinated schedule for Vineyard Golf Course Employees.
 - Assisted in tournament coordination for corporate firms.