

# Andrew Sykaluk

Cleveland, Ohio 44116

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## SUMMARY OF QUALIFICATIONS

Paralegal student, with 2+ years of hands-on work experience. Self-motivated, organized, task-driven, and an exceptional communicator in both verbal and written. Eager to learn new paralegal knowledge and a fast learner.

## EDUCATION

**Cuyahoga Community College** | Parma, Ohio

Anticipated Graduation: Spring 2024

Pursuing Certificate of Paralegal Studies

GPA: 3.6

Major: **Paralegal**

Relevant Coursework: Intro to Paralegal Profession, Civil Procedure, Legal Research & Writing, Torts & Evidence, Business Transactions, Bankruptcy Law, Wills, Trusts, and Estates

Associate of Applied Business in Visual Design

Graduated: Fall 2019

Major: **Graphic Design**

Associate of Applied Business in Visual Design

Graduated: Fall 2014

Major: **Administration Office Systems**

## TECHNICAL SKILLS

Legal Office Systems:

Drobox, ClientView

Virtual Meeting Platforms:

Zoom, WebEx, Microsoft Teams

Adobe Creative Cloud:

Photoshop, Illustrator, Acrobat

Google Platforms:

Forms

Microsoft Office:

OneNote, MS Teams, Word, PowerPoint, Excel, Outlook

Patient Management Systems:

EPIC

## LEGAL WORK EXPERIENCE

**Verhas Law** | Cleveland, Ohio

June 2021 – Present

*Assistant*

- Research approximately 400+ new probate cases monthly by utilizing various sites and dockets for Cuyahoga and Lorain Counties.
- Draft and send 50+ letters to send to Next of Kin, Nursing homes, and others.
- Create 3 Liens and 20 Affidavits for Real Estate, 2+ Bank Affidavits per month.
- Create 15+ claims against estate for filing in probate court.

**Edward T. Saadi** | Boardman, Ohio

May 2022 – Present

*Assistant*

- Research 250+ new cases monthly by utilizing various sites and dockets for Trumbull, Columbiana and Mahoning Counties.
- Draft and send 100+ letters to send to Next of Kin, Nursing homes, and others.
- Create 1 Liens and 15 Affidavits for Real Estate, 1+ Bank Affidavits per month.
- Create 20+ claims against estate for filing in probate court.

## WORK EXPERIENCE

**Wigs For Kids** | Westlake, Ohio

January 2009 – October 2017

*Communication Coordinator* (May 2012 – October 2017)

- Answer the phones and provide information to vendors, customers, and volunteers.
- Was responsible for facilitating office work for volunteer staff, as well as creating their work schedules.

*Data Entry* (January 2009 – May 2012)

- Input data for orders, supplies, donations, and financial transactions.
- Used Word and PowerPoint to create statistic reports.

## CERTIFICATION

Public Notary for State of Ohio, Expires November 21, 2026