

STEPHEN J. BOLIN

Paralegal, Sierra Nevada Association of Paralegals

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Education

ASSOCIATE OF SCIENCE IN PARALEGAL STUDIES 2021 *SUMMA CUM LAUDE*

Truckee Meadows Community College, Reno, NV

BACHELOR OF ARTS IN THEOLOGY 2014

Whitworth University, Spokane, WA

Work Experience

WASHOE COUNTY SCHOOLS,
RENO, NV

2019 to present

Substitute Teacher

Faced with uncertainty and a dynamic set of circumstances, I improvised and adapted to provide an outstanding level of education and care for a diverse group of students.

ELDORADO RESORTS,
RENO, NV

2018 to 2019

Customer Care
Representative

During their acquisition of Caesars Entertainment, I increased sales over the phone by learning about each of the dozens of properties now owned by Eldorado and serving a variety of new customers.

SAN RAMON VALLEY UNIFIED
SCHOOL DISTRICT,
SAN RAMON, CA

2014 to 2018

Autism Specialist

I served special needs high school students and their families by working with teachers and administrators to follow each student's Individualized Educational Plan.

OFFICE DEPOT,
SAN RAMON, CA

2013 to 2014

Copy & Print Specialist

Dealing with changing technology, I served Office Depot customers by creating professional documents, printing hundreds of thousands of copies, and improving efficiency.

PHOTOGRAPHY STUDIO:
CREATIVE IMAGING BY ROBERT
GARCIA, PLEASANTON, CA

Summer 2011

Photo Intern

Working for a school photography company, I performed various tasks including photographing students, printing documents and photographs, and creating professional documents.

Professional Skills

Legal Research
Westlaw
Legal Writing
Adobe Dreamweaver

Adobe InDesign
Adobe Photoshop
Microsoft Office
Wordperfect

Basic Website Creation and
Maintenance
Photocopying, Printing,
and Creating Professional
Documents