

**Rusten Turnbull**  
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**OBJECTIVE:** Pursuing a challenging and rewarding position in the legal field.

**EDUCATION** Hunter College, New York, New York  
**Bachelor of Arts Degree**  
Major: Sociology/ Minor: Psychology

Long Island University, Brooklyn, New York (**Completed 1996**)  
**Paralegal Certificate "With Distinction" ABA Approved Program**

**Special Skills** Microsoft Word, Internet research, Lexis.  
*Relentless effort to fully achieve on tasks to perfection*

**EXPERIENCE** Absolute Prudential Cons., New York, New York  
**Operations**  
Responsibilities included collections, general record keeping, negotiated and drafted legal contracts, general estimating, filed pleadings with courts, developed marketing strategies and customer contacts.

6/97 to 2/00 Update Legal Staffing Inc., New York, New York  
**Paralegal**  
Researched laws, investigated facts, and prepared documents to assist lawyers. Gathered evidence in civil and other cases in order to formulate defenses and initiate legal actions. Prepared affidavits and maintained document files. Filed pleadings with courts, client contacts, mail sorting, faxing, indexing, cite checking, and handled other details in preparation for trial as requested by lawyers.

5/95 to 4/97 Rentokil Group/ ServiceLink, Inc., New York, New York  
**Front Desk Representative**  
Prepared and distributed memorandums to residents and staff. Recorded tenants' legal complaints, filed incident reports, screen visitors and referred appropriately.

8/94 to 5/95 Triumph Security Realty Corp., New York, New York  
**Field Manager**  
Supervised personnel at corporate high-rise office buildings. Handled sites related problems and discrepancies among personnel. Arranged employees' weekly work schedules and vacation clearances. Enforcement of employees' policies, and conducted clients' surveys as to the quality of service provided. Investigated potential hazardous conditions as reported, wrote incident reports and took appropriate measures to prevent or correct such hazardous conditions. Wrote memorandums to staff and tenants on a regular basis, conducted research and interviewed clients. Performed office clerical tasks to maintain employees' and clients' files.