

Hoan Khanh Doan
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Cell-(801) 918-8670

SUMMARY OF QUALIFICATIONS

Bilingual paralegal, with strong interpersonal skills and exceptional communication in skills in English and Vietnamese. Very motivated and diligent, punctual and organized. Excellent legal writing, analytical and research skills. Work well under pressure and able to meet deadlines in advance. Highly computer literate.

EDUCATION

Bachelor's Degree in Paralegal Studies
Broadview University-West Jordan, Utah

Mar.2014

UTAH STATE BAR CERTIFICATIONS

Basic Mediation Training, Utah Dispute Resolution
Domestic Mediation Training, Utah Dispute Resolution

July 2011
Nov. 2012

LEGAL EXPERIENCE

Paralegal Assistant

Jan 2009-Current

- Legal Aid Society Pro Se Family Law Clinic/ Domestic Violence Victim Assistance Program (Matheson Courthouse)
- Performed various legal tasks including data entry, docketing, filing, and e-filing.
- Communicated with clients, attorney and judges to further the litigation process in family law and protection orders/domestic violence cases.
- Experience with various software used by law firms, including; Westlaw, Exchange, Prime, OCAP and E-filing
- Assisting pro se litigants with preparation of various cases including divorces, child custody, protective orders, and civil stalking injunctions.

Interpreter

Linguistica International

Current

- Accurately interpreting for the Vietnamese community in medical and legal settings.
- Able to maintain composure in a professional and ethical manner.
- Arriving at each appointment punctually.

Mediator

Aug 2011-Current

Dispute Resolution-Salt Lake City, Utah

- Mediate 10-15 cases a week regarding Tenant/Landlord, Debt, Contracts and Neighbor Disputes.
- Passed Ethics Exam to become a Court Roster Mediator. Working on Domestic Mediation Training.

Legal Intern

Jan 2012-April 2012

Office of the Mayor-Salt Lake City, Utah

- Assisted small claims collections processes within the Salt Lake City Justice Court.
- Communicating with parties upon the court process regarding traffic tickets.
- Filing and inputting parties' information in court system.

Legal Assistant

Jan 2010- Jan 2012

Attorney Vinh K Ly- Salt Lake City, Utah

- Client intake interviews, summarized depositions, legal research on case information.
- Translated from Vietnamese to English and English to Vietnamese.