

# MYRA A. NELSON

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419 MAIN STREET  
GREENVILLE, N.C. 27858

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myra\_nelson@webmail.pittcc.edu

## SUMMARY OF QUALIFICATIONS

- Detail oriented and resourceful in completing assignments
- Adapt quickly to new environments and thrive on multiple tasks
- Excellent communication and interpersonal skills
- Driven, productive and reliable
- Proficient in Microsoft Word, Excel, PowerPoint
- Westlaw Certified in Computerized legal research; skilled textual researcher
- Familiar with operation and applications of computers in litigation support

## EDUCATION

**PITT COMMUNITY COLLEGE**  
ABA Approved Paralegal Program  
Greenville, North Carolina

Degree: AAS Paralegal Technology  
Anticipated: June 2006

## RELATED EXPERIENCE

### **R. Kaplan, Attorney at Law**

August 2004 - December 2004

406 Greenville Blvd., Greenville, North Carolina

Paralegal Intern - Conducted title searches in Register of Deeds Office, contacted lenders for payoffs, liaison with title company, prepared closing documents, drafted closing checks, coordinated and assisted in closings.

## OTHER WORK EXPERIENCE

### **Target**

June 2002 - July 2004

University Commons, Greenville, North Carolina

Customer Service Supervisor - Supervised up to six cashiers, ensuring proper cash handling at registers and performance of required customer-service duties. Set up cashiers with initial money drawers, processed customer refunds, approved customer checks.

## ACADEMIC HIGHLIGHTS

Associate Editor - The Paraneews

2004 Academic Year

Vice President - PCC Paralegal Association

2004 - present

Deans List

2002 - present

Lambda Epsilon Chi (National Paralegal Honor Society) Inductee

**REFERENCES**

**James L. Bullock**

Paralegal Program Director  
Pitt Community College  
P.O. Drawer 7007  
Greenville, NC 27834  
252-493-7503

**R. Kaplan**

**Attorney at Law**

406 Greenville Blvd.  
Greenville, NC 27858  
252-321-4785

**Simon Jamison**

Target Store Manager  
University Commons Shopping Center  
Greenville, NC 27834  
252-830-2649