LEONARD LUGO

7804 Watson Way, Citrus Heights, CA 95610 Cell: (916) 893-2652, Email: cloisterverse@aol.com

OBJECTIVE Seeking an English Teaching position. SKILLS MS Word 2000, Legal Solutions, Legal Forms, Mac Forms, Immigration Aide, WordPerfect 6.0, Outlook, Pro-Law, FileMaker Pro 5.0, Act! Internet, research, discovery, calendars, correspondence, transcriptions, dictation, excellent written skills, type 60 wpm., energetic, productive, flexible, multi-task, detailed, strong organizational skills, and ESL teaching skills. **EXPERIENCE** November 2004 to September 2005 Legal Secretary Law Offices of A.G. Assanti & Associates, P.L.C. 19800 MacArthur Blvd., Ste. 300, Irvine, CA 92691, (949) 476-1100. (The company has moved to 33 Brookline, Aliso Viejo, CA 92656-1461, 949-540-0439). P.L., Contracts: Filed and served summons & complaints through process server, filed proof of service, prepared, filed and served notice of case management conferences using Legal Solutions, propounded discovery, prepared and served answers to discovery requests using MS Word, scheduled depositions and IMEs, confirmed depositions, requested court reporters, reserved conference room, calendared all litigation dates using MS Outlook, drafted requests, notices, and confirmation letters, drafted letters from cassette recordings, created lit files, organized files, faxed documents, handled phones, made copies, and entered notes into Pro-Law. September 2003 to August 2004 Legal Secretary Law Office of James M. Parsa, P.L.C. 17822 E. 17th St., Ste. 404, Tustin, CA 92780, (949) 722-2444. (The company was renamed Parsa Law Group, A.P.C., and has moved to 3200 Park Center Dr., Suite 1300, Costa Mesa, CA, 92626, 888-881-0670). P.I.: Propounded discovery and produced answers to discovery requests using MS Word and Legal Solutions, calendared dates using MS Outlook, drafted correspondence, transcribed letters, filed and served summons & complaints, filed proof of service, arranged telephonic appearances, prepared clients for depositions, handled phones, and entered notes into Act! December 2002 to August 2003 Legal Secretary Law Office of Bisom & Cohen, L.L.P. 1701 N. Main St., 2nd Fl., Santa Ana, CA 92706, (714) 245-8800. (The company split and Andrew S. Bisom moved to 695 Towncenter Dr., Suite 700, Costa Mesa, CA 92626, 866-435-1664). P.I.: Propounded discovery and produced answers to discovery requests using MS Word and Mac Forms, drafted correspondence, handled phones, faxed documents, made photocopies, and entered notes into File Maker Pro 5.0. April 2001 to October 2001 **Legal Secretary** Baaghil's Immigration Services 3004 16th St., Ste. 102, San Francisco, CA 94103, (415) 554-8864. Immigration: Prepared Citizenships, V-Visas, Lottery Visas, Adjustments, Alien Petitions, and Temporary Protective Status cases using Immigration Aide; drafted correspondence using WordPerfect, organized cases for Administrative Court Hearings, maintained calendar, created files, handled phones, handled billings and collections, faxed documents, and made photocopies. August 1994 to August 1995 ESL English Teacher SDA Language Institute 287-1 Hwikyung 2 Dong, Dongdaemoon-gu, Seoul 130-878, S. Korea, email: comesda@yahoo.com, phone numbers: 82-2-2211-3674, 82-2-2215-7496. Reviewed grammar with and taught conversational English to college level students. **EDUCATION** B.A. in Criminal Justice, Certificate in Paralegal Studies,

EXPLANATIONSSeptember 2007 to June 2009

English major at California State University San Bernardino.

California State University, San Bernardino, June 2000.

California State University, San Vernardino

The Trustees of The California State University
upon recommendation of the faculty
have conferred upon

LEONARD LUGO

the degree of

BACHELOR OF ARTS

CRIMINAL JUSTICE

with all rights and privileges pertaining thereto.

Given at San Bernardino on the seventeenth day of June, two thousand.

VERITAS VITA

Laure Louf.

Board of Trustees

Governor of California

Chancellor
The California State University

Albert & Laing

California State University, San Bernardino



California State University, San Vernardino

certifies that

LEONARD LUGO

has successfully completed all requirements for a certificate in

PARALEGAL STUDIES

Given at San Bernardino, California June 17, 2000







The Secretary of State of the United States of America bereby requests all whom it may concern to permit the citizen Inational of the United States named herein to pass without delay or hindrance and in case of need to give all lawful aid and protection.

Le Secrétaire d'Etat des Etats-Unis d'Amérique

prie par les présentes toutes autorités compétentes de laisser passer le citoven ou ressortissant des Etats-Unis titulaire du présent passeport, sans délai ni difficulté et, en cas de besoin, de lui accorder toute aide et protection légitimes.

El Secretario de Estado de los Estados Unidos de América por el presente solicita a las autoridades competentes permitir el paso del ciudadano o nacional de los Estados Unidos aquí nombrado, sin demora ni dificultades, y en caso de necesidad, prestarle toda la avuda v protección lícitas.

SIGNATURE OF BEARER/SIGNATURE DU TITU

NOT VALID UNTIL SIGNED

PASSPORT PASSEPORT PASAPORTE





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Type / Type / Tipo Code / Code / Código Passport No. / No. du Passeport / No. de Pasaporte

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P Surname / Nom / Apellidos

LUGO

Given names / Prénoms / Nombres

LEONARD

ationality / Nationalité / Nacionalidad UNITED STATES OF AMERICA

Date of birth / Date de naissance / Fecha de nacimiento

03 Aug 1970

Sex / Sexe / Sexo Place of birth / Lieu de naissance / Lugar de nacimiento

CALIFORNIA, U.S.A.

Authority / Autorité / Autoridad Date of issue / Date de délivrance / Fecha de expedición

25 Nov 2005

United States Date of expiration / Date d'expiration / Fecha de caducidad Department of State

24 Nov 2015

Amendments / Modifications / Enmiendas

See Page 24

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