

# 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.L.:* 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., 2<sup>nd</sup> 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.L.:* 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 16<sup>th</sup> St., Ste. 102, San Francisco, CA 94103, (415) 554-8864.  
*Immigration:* Prepared Citzenships, 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 Hwiyung 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,  
California State University, San Bernardino, June 2000.

## EXPLANATIONS

September 2007 to June 2009

English major at California State University San Bernardino.

# California State University, San Bernardino

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.



*Rebecca K. Bourj*  
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The California State University

*Albert K. Karmig*  
President  
California State University, San Bernardino





# California State University, San Bernardino

certifies that

LEONARD LUGO

has successfully completed all requirements for a

certificate in

PARALEGAL STUDIES

Given at San Bernardino, California  
June 17, 2000



*Albert K. Karmig*  
President  
California State University, San Bernardino









