

Matthew J. Albright

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Education

- **Cuyahoga Community College** **June 2016-**
Post-Baccalaureate Certificate in Paralegal Studies Current GPA: 4.0
Expected Graduation: May, 2017 Dean's List, Fall 2016
Specialty courses: Business Transactions, Intellectual Property, Elder Law

- **Saint Vincent College, Latrobe, PA** **September 2003-May 2007**
Master of Divinity (with Honors)
Master of Arts (with High Honors)
Theology

- **Josephinum College, Columbus, Ohio** **September 1999-May 2003**
Bachelor of Arts GPA: 3.5
Major: Philosophy
Minor: History

Summary of Experience and Skills

- Communication
 - Published writer
 - Delivered numerous public lectures, presentations and workshops
 - High School teaching and Pastoral Ministry

- Analytical
 - Organized, detail-oriented and solution-oriented
 - Trained in legal research skills
 - Prepared memoranda, briefs and case files
 - Conducted legal research

- Office Skills
 - Trained in law office technology, e.g. CaseMap, Lexis, Clio and WebMerge
 - Familiar with Word, PowerPoint, Publisher and Excel
 - Enjoy working with a team

Paralegal Internship

- **Office of Stark County Prosecutor John D. Ferrero** **2017**
 - Civil Division: processing tax foreclosures
 - Appellate Division: legal research, drafting responses to appellate petitions
 - Criminal Division: observed trials, took notes for attorneys, prepared trial materials

Employment

- **Catholic Diocese of Youngstown** **2007-2015**
 - Teaching, Pastoral Ministry

Memberships and Certifications

- LEX Paralegal Honor Society
- Cleveland Association of Paralegals / Cleveland Metropolitan Bar Association
- In the process of becoming a Notary Public

References

R. Mark Caldwell, Esq.
Chief, Appellate Division

Jennifer L. Dave, Esq.
Director, Victim-Witness Division

Office of Stark County Prosecutor John D. Ferrero
110 Central Plaza South, Ste. 510
Canton, OH 44702
(330) 451-7897

Professor Joseph Fell, J.D.
Cuyahoga Community College
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216-987-5113

Reverend Monsignor Michael J. Cariglio, J.C.L.
Judge, Diocesan Tribunal
Rector, Basilica of Our Lady of Mount Carmel
343 Via Mount Carmel
Youngstown, Ohio 44505