

Monique Dowgin
 149 Klinesville Road
 Flemington, N.J. 08822
 moniquedowgin@comcast.net
 (908) 303-9391

Summary of Background

Completed Bachelor of Arts in Law and Justice Studies at Glassboro State College (Rowan University) in 1988. Worked as a program director with at-risk youth in Newark, N.J. Raised three children and ran a household for 23 years, while holding part-time jobs and volunteer positions in the community. Employed for six years as a Special Education Instructional Assistant helping autistic children learn by overseeing their instruction and behavior programs. Received my paralegal certificate from Raritan Valley Community College on May 14, 2016. After working as a paralegal, it is my objective to return to work as a Teacher's Assistant. It is the most interesting, rewarding work I have ever done.

Professional Skills

- Notary Public State of New Jersey
- Highly competent worker, adept at completing tasks as directed with precise attention to detail and ability to stay calm and focused under pressure.
- Polite and professional in appearance, manner and expression; expert writer and communicator in person and in writing with excellent grammar and editing skills.
- Effective organizer and task streamliner with a proven record of updating systems and storage for the betterment of the work environment.
- Enthusiastic and upbeat employee who looks forward to challenges and learning new things with speed and efficiency.

Employment History

September 2016- February 2017	William S. Wolfson Law Office, Flemington, N.J. Paralegal (Bankruptcy Law)
June 2016- August 2016	Rowe Law Group, New Brunswick, N.J. Summer Paralegal Intern (Business and Estate Law)
February 2016- April 2016	DeTorres and DeGeorge Law Firm, Flemington, N.J., Student Intern (Family Law)
August 2011- June 30, 2015	Hunterdon County Educational Services Commission; Lebanon, N.J., Special Education Instructional Assistant, Autism.

April 2011- July 2011	Chase Bank, Personal Banker
August 2008 - June 2010	Readington Township Schools, Whitehouse Station, N.J., Special Education Instructional Assistant, Autistic and Disabled students.
2006-2007	Soriano's Catering, Bridgewater, N.J., per diem server.
1990-1992	Director, Juvenile Auto Theft Prevention Program, Essex County Family Court, Newark, N.J.

Education and Training

January 2015- May 2016	Raritan Valley Community College Paralegal Certificate Program. Classes completed are <u>Introduction to Paralegalism</u> , <u>Family Law</u> , <u>Legal Ethics and Responsibilities</u> , <u>Torts</u> , <u>Legal Research and Writing</u> , and <u>Real Estate Transactions</u> , <u>Basic Litigation and Wills, Trusts and Estate Administration</u> . Graduated with a 3.56 cumulative average.
January 2016	Awarded the Patricia Critelli merit scholarship for paralegal students.
January 2016	Became a member of Phi Theta Kappa, the honor society of junior colleges.
October 23, 2015	Attended the New Jersey Paralegal Convention, Woodbridge, N.J. as a student participant. Earned 5 continuing legal education credits for three litigation track workshops I attended.
Fall 2015	Became a student member of the New Jersey Paralegal Association.
September 2014- December 2014	Hunterdon County Polytech; completed <u>Computers for the Workplace</u> , Word, Excel, Powerpoint.
August 1982- May 1988	Glassboro State College, Glassboro, N.J. Bachelor of Arts in Law and Justice Studies with a concentration in Sociology and Social Justice. Courses included <u>Introduction to Courts</u> , <u>Criminal Law</u> , <u>Criminal Procedure</u> , <u>Juvenile Delinquency & Justice</u> , <u>Criminal Investigation</u> , and <u>Forensic Law</u> .

Volunteer Activities

- Football and Ice Hockey sportswriter for college newspaper

- Baseball Team Mom, 3 years, Readington Baseball, Whitehouse, N.J.
- Football Team Mom, 3 years, Immaculata High School, Somerville, N.J.
- Co-chairwoman Stanton Holly Trail Luncheon 2003, created menu, directed food preparation and service of three-course luncheon to over 1000 people.
- Was a member of the Paralegal Club at Raritan Valley Community College.

Franklin Township School
Hunterdon County
PO Box 368
Quakertown, NJ 08868
908-735-7929

SUBSTITUTE TEACHER APPLICATION

Name Monique Dowgin

Date 7/27/17

Address 149 Klinesville Rd.
Flemington, NJ 08822

Phone (908) 303-9391

Certification: New Jersey Type

H.C. Sub Cert.

Preference of grades or subjects to substitute (in order of preference)

I have no preference, glad to be assigned where a substitute is needed.

Education

College	BA Major	Credits
① Rowan University	Law/Justice Studies	120
② Raritan Valley Community College	Paralegal Studies	24 (received a certificate)

Professional References: (Name, address, phone number)

- Mrs. Marisa Dotro, Special Education Pre-K Teacher
Three Bridges School
Three Bridges, NJ (908) 782-2141

- Mrs. Peggy Bond
coworker; teacher's assistant (908) 963-7171
ESC (Educational Services Commission)

Any additional information you think may be helpful:

My six years of experience as a teacher's assistant in public schools, working directly with staff, students and especially autistic and disabled students; make me an excellent, experienced candidate for a substitute teaching position. As you can see on my resume →

Verification of last tuberculosis testing: (please see attached)

Date 8/2/17

Received from Hunterdon Internal
Medicine (Dr. Abessi)

Type TB intradermal test

Applicant's Signature *Monique Dowgin*

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER