Education

University of Wisconsin-Madison, 2012, 3.4 GPA   
Bachelor of Arts, English Literature   
Study abroad participant -- Italy  
**Diploma from MATC Paralegal Program, 2019 – 3.8 GPA, Dean’s List**

Lucas Runge

Published author with Paralegal diploma seeking IP Assistant job

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* Department of Justice – Civil Litigations Division, 20 hrs/wk 2/2019 - 4/2019
  + Wrote answers, initial disclosures, med chronos, and case maps for multiple paralegals.

# Internship

* Typing – 90 WPM
* Legal Research & Writing
* Time Matters, Clio
* CCAP, InmateLocator

# Paralegal skills

Ex

* Wrote *Film Analysis with Luke*, a podcast with more than 40 episodes 2015-2017 and approximately 6,000 listens
* “Rebellion in Five Parts,” 2300-word essay, *No Tofu* print magazine Fall 2015
* Various temporary writing gigs, including content marketing for 2013-2015 Zen Marketing and writing podcast summaries for Timelined.com
* “Winter Promises,” 1500-word cover essay, *Badger Sportsman* Summer 2012 print magazine

# Writing

# Recent Positions

* Substitute Teacher, 30 hrs/wk, Fond du Lac School District, WI 8/2017 - 6/2018
  + Built and maintained positive and engaging relationships with students and families.
  + Fostered a safe, collaborative, celebratory atmosphere in elementary, middle, and high school classrooms.
* Upscale Security Officer, 40 hrs/wk, Element, Eden Prairie, MN 11/2017 - 7/2018
  + First face of the company, professionally & cheerfully assisted customers, kept rigorous logs of activity