

Alexandra Kagan

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Renders to site/alexandra-kagan-resume.pdf. Differs from the private resume.md:
no phone / street address, and the caregiving "Career Break" entry is omitted.
Kept OUTSIDE site/ so the raw markdown isn't published. Re-render with:
python3 tools/render-resume.py users/alexandra-kagan/resume-web.md \
users/alexandra-kagan/site/alexandra-kagan-resume.pdf

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Los Angeles, CA · alexandra@alexandrakagan.com

SUMMARY

Bilingual paralegal (English/Russian) with over a year of litigation experience — drafting lawsuits, collecting and managing discovery, and working directly with clients — backed by a Paralegal Studies certificate from UCLA Extension. Ready to take on more responsibility with a new team.

LEGAL EXPERIENCE

Paralegal — M R Parker Law (Personal Injury)

January 2025 – Present

- Draft lawsuits and other litigation documents.
- Collect and manage discovery.
- Work directly with clients throughout their cases.

Paralegal Intern — Southern California Labor Law Group, Los Angeles, CA

October 2022 – January 2023

- Interviewed clients and drafted client agreements, discovery requests and responses, and other legal documents.
- Conducted case research, summarized depositions, and calendared hearings.
- Interacted with attorneys throughout active matters.

TEACHING EXPERIENCE

Taught private violin and piano lessons, drafted lesson plans, prepared students for recitals, and coordinated music programs.

Co-Director & Violin Instructor — Queen of Peace Music School, Aurora, CO

September 2020 – October 2022

Violin & Piano Instructor — Neighborhood Music Stanley, Aurora, CO

December 2019 – October 2022

Graduate Teaching Assistant — Lamont School of Music, Denver, CO

September 2018 – June 2020

CUSTOMER SERVICE EXPERIENCE

Answered phones, signed customers up for classes, handled payments and complaints, and acted as a concierge for additional services.

Front Desk Associate — Colorado Athletic Club, Denver, CO

January 2019 – March 2020

Client Advocate — Vibrant Living Wellness Center, Sierra Madre, CA

November 2016 – January 2017

EDUCATION

Paralegal Studies Certificate — UCLA Extension, Los Angeles, CA
June 2022

Master of Music, Violin Performance — University of Denver, Denver, CO
September 2018 – June 2020

Bachelor of Music, Violin Performance — DePaul University, Chicago, IL
June 2018

SKILLS

Languages: English (fluent), Russian (fluent)

Legal: Client interviews, drafting client agreements & discovery, legal document preparation, case research, deposition summaries, hearing calendaring

Customer Service: Reception, scheduling, payments, client relations