

## ABOUT ME

Known for my diligence, attention to detail, and unwavering work ethic. Committed to supporting legal processes and contributing to the pursuit of justice. Eager to apply academic knowledge and practical skills to make meaningful contributions in the legal profession.

## CONTACT

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Santa Rosa City, Laguna,  
Philippines



## EDUCATION



**UNIVERSITY OF PERPETUAL  
HELP SYSTEM LAGUNA**

Juris Doctor

2019-Present



**COLEGIO DE SAN JUAN DE  
LETRAN MANILA**

AB in Legal Management

2014-2018

# DELA CRUZ, MARIE GRACE A.

## PARALEGAL



## OBJECTIVE

As a legal assistant/paralegal and a dedicated third-year law student, I am a highly passionate and hardworking individual seeking opportunities to apply my legal knowledge and contribute to the success of a dynamic legal team. With a strong commitment to excellence, I aim to leverage my skills in legal research, document preparation, and case management to support the achievement of legal objectives and contribute positively to the legal profession.

## EXPERIENCE

### LEGAL ASSISTANT

**Department of Education – Schools Division Office Santa Rosa**

*(August 1, 2022 – December 31, 2023)*

Assists DepEd Legal Office (Attorney III), Monitors database and doc trace, receive incoming legal documents, release and transfer legal documents, conducts minutes of meeting during hearings, assist clients, conducts research on relevant laws, regulations and legal articles, attends and/or appear for hearings and/or meetings on behalf of the DepEd Lawyer, gathers and arranges evidences and other legal documents for case preparation (administrative cases), helps lawyers during clarificatory hearing, fact-finding investigations, and review and edit legal documents such as contracts, memorandum of agreement/understanding.

### CORPORATE PARALEGAL

**Comglasco Aguila Glass Corporation**

*(February 2022 – June 2022)*

Assists Corporate Lawyers, supervises legal secretary, monitors SEC Compliance and all the database of Legal Department, Conducts research on relevant laws, attends and/or appears for hearing on behalf of the company or the corporate lawyers, gathers evidence and other pertinent legal documents for case preparation (criminal, civil, and labor cases), writes reports to

help lawyers prepare for trials, gets affidavits and other formal statements that may be used as evidence in court, helps lawyer during trials by handling exhibits, taking notes, or reviewing trial transcripts, drafts legal documents/correspondences such as minutes, demand letters, complaint-affidavits, contracts, and/or agreements.

## **INTERN**

### **Senate of the Philippines – Office of Sen. Migz Zubiri**

*(December 2017 – March 2018)*

During my internship in the Senate, I had the privilege of engaging in diverse responsibilities across key areas. As an intern, I diligently prepared spot reports, gaining valuable insights into real-time legislative proceedings. Attending bicameral meetings and Senate hearings broadened my understanding of the legislative process. I was assigned to three distinct offices—political, legislative, and media—where I honed my skills in multitasking, collaboration, and adapting to different facets of the legislative environment. This experience equipped me with a comprehensive perspective on the inner workings of government, fostering both versatility and a keen understanding of the political landscape.

## **SKILLS**

- **Legal Research and Writing**
- **Document/Case Management**
- **Good Communication Skills**
- **Computer Literate (Microsoft Office 365)**
- **Time Management**
- **Familiar with Legal Procedures and Terminologies**
- **Confidentiality**
- **Customer and Client Service**

## **REFERENCES**

### **ATTY. CARLO JUNE C. TIBAYAN**

ATTORNEY III  
LEGAL UNIT HEAD  
DEPED SANTA ROSA

### **MS. JANICE CARYL DELA ROSA**

HUMAN RESOURCE MANAGEMENT  
UNIT HEAD  
DEPED SANTA ROSA