



LISA BELL

PROFILE

CONTACT

PHONE:
239-692-0246

WEBSITE:
www.lbellparalegal.com
www.gandccleaning.com

EMAIL:
lagangel15@gmail.com
lbell@gandccleaning.com

HOBBIES

Reading
Outdoor Recreational Activities
Social Events
Travel

EDUCATION

Florida Southwestern State College

2013 - 2023

The areas of law I feel most confident in providing support as a Paralegal include Family Law, Criminal Law, Real Estate Law, and Probate Law.

Associates in Science for Paralegal Studies

Certificate in Real Estate for Paralegal Studies

National Honor Society in Paralegal Studies/Lambda Epsilon Chi

Southwest Florida Paralegal Association Member

National Association of Legal Assistants Member

Miami Dade College

2022 - 2022

WORK EXPERIENCE

Honorable H. Andrew Swett, Twentieth Judicial District Judge, Lee County Paralegal Internship

May 2023 – August 2023

Attend docket soundings, family and criminal law hearings and trials, draft orders, research case information within the court's secure website,

G & C Universal Cleaning Managing Partner

2017–Present

Daily operations of the business including estimates, scheduling, meeting with clients, ensuring quality of cleaning, etc.

Green & Clean Quality Control Manager

2012–2017

Ensured quality control of cleaning, scheduling, property estimates, supervised staff, etc.

SKILLS

Microsoft Word	Westlaw
Microsoft Excel	Lexis Uni
Microsoft Powerpoint	Quickbooks