

Dawn Grabowski  
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**Goal:**

I would like to obtain a Paralegal position in the entertainment industry. In conjunction with my previous professional experience, I have a strong work ethic and am very committed to completing any task; I am deeply committed to my work.

**SKILLS and QUALIFICATIONS**

- Bachelor of Science in Paralegal Studies graduated Magna Cum Laude
- Knowledge of the jargon of the entertainment industry
- Organizational Skills
- Preparation of time sensitive reports
- Coordinate entertainment industry charity events
- 14+ years experience in the entertainment industry primarily focusing on acting, writing, & Independent production
- Computer applications i.e. MS Word, Dragon Naturally Speaking (Voice-activation software)
- Phone Skills
- Interpersonal and Customer Service Skills

**PROFESSIONAL EXPERIENCE**

May of 2006- Present: *Kids Included Together (KIT)* Los Angeles, California  
Independent Contractor school and social events groups (Disability Advocacy Work)

Sept.2003-Sept.2006: Life Quality Assessment Visitor (LQA) *Area Board 10* Los Angeles, California Independent Contractor (Disability Advocacy Work)

2005-Present: "*Perceptions*" Digital Full-length feature film- Los Angeles, CA  
Executive Producer, Actor, Writer, Co-director, Post-Production Supervisor, Charity Event Coordinator, and in-kind Donation Coordinator/ Financier

2001-Present: *Shattering Images*-Los Angeles, California Independent Contractor  
Motivational Speaker to school and social events group own resources.

2000-2003*Enrichment Works*-Los Angeles, California Independent Contractor  
scheduled and organizations school presentations of "*Always Going Up*" my one-person autobiographical play.

**EDUCATION**

- **2007 Kaplan University** – Davenport, Iowa Bachelor of Science in Paralegal Studies graduated Magna Cum Laude (Kaplan Alpha Beta Kappa Member)
- **1992 Stetson University**- DeLand, FL Bachelor of Arts in Theatre Arts