

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

Recent pre-law university graduate with experience in four areas of law looking to secure a position in law school. Once admitted, I would like to expand my administrative and legal skills to work towards a career in law.

Experience

Legal Intern - Company / Location

MONTH YEAR - Present

- Managed the portfolios of 15 low-income clients applying for pro bono legal help.
- Conducted phone interviews with an average of five clients every day to obtain necessary information and identify potential legal issues with incoming cases.
- Assisted the managing attorney in foreclosure, debt buyer defense, and bankruptcy cases, improving work efficiency by 37%.
- Streamlined the processes for legal research, drafting, and creation of self-help materials for pro se clients by implementing software, decreasing research time by four hours.
- Drafted a manual that two offices later adopted on a trial basis.

Barista - Company / Location

MONTH YEAR – MONTH YEAR

- Ensured availability of sufficient supplies and equipment needed to run the bar, improving efficiency by 23%.
- Managed bar inventory and cleaned equipment during slow periods, increasing drink-making efficiency by 24%.
- Supervised weekly schedule to adhere to labor guidelines and reduce employee burnout, reducing no-shows by 7%.
- Designed all in-house sales promotional displays and promotions, increasing revenue by 16%.
- De-escalated conflicts with angry customers following minor issues with their orders, improving the morale of customers and employees by 29%.

Project Experience

- Founded BG Debate Club and club constitution.
- Engaged in biweekly debates with 10 club members on topics, including law, politics, sports, and environmental regulations.
- Instructed Debating 101 class every semester, increasing Debate Club membership by 119%.

Education

Bachelor of Science in Biology - Georgia State University

September 2014 - June 2018

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Legal Writing
- Written Communication
- Case Review
- Debate and Advocacy
- Foreclosure and Bankruptcy Law

Licenses & Accreditations

Licenses & Accreditations

- Professional Legal Secretary Certification
- Legal Studies Certification
- Accredited Legal Professional Certification