

# NAME

TITLE

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

## Profile

Dedicated and practical law school student with experience in civil litigation and tort law. Seeking a career as an associate attorney with your law firm to gain deeper insight into family and immigration law procedures and earn practical litigation experience.

## Experience

### Writer - Company / Location

MONTH YEAR - Present

- Mentored and managed a team of nine arts and humanities staff writers, decreasing late article submissions by 48%.
- Wrote two articles per week on different legal topics, including civil procedure, classical rhetoric, and illness liability.
- Awarded 2021 Article Editor of the Year by Texas Legal Awards.
- Awarded the Burton Legal Writing Award in 2021 and 2022.
- Collaborated with the editor-in-chief to write an annual written review: "Early Childhood Development."

### Quantitative Research Intern - Company / Location

MONTH YEAR – MONTH YEAR

- Collaborated with 4 interns to conduct statistical analysis and develop predictive investment models.
- Monitored email communication for legal compliance, resolving 98% of compliance issues without supervisor assistance.
- Reviewed, copyedited, and distributed monthly and quarterly research analysis reports to management.
- Attended quarterly research conferences to learn research techniques, increasing research effectiveness by 62%.
- Implemented Hubspot and Asana to delegate tasks and distribute messages, increasing efficiency by 31%.

### Project Experience

- Managed client billing by preparing, finalizing, and sending out invoices two days in advance.
- Collaborated with billing attorney to resolve invoice issues, reducing late payments by 6%.
- Researched regulations, laws, and legal articles to prepare reports, case files, and general legal advice.

## Education

### Texas A&M University School of Law - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

### DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

## Skills

### Expertise

- Document Review
- Civil Litigation
- Data Analysis
- Case Management
- Commercial Awareness

## Licenses & Accreditations

### Licenses & Accreditations

- Legal Studies Certification
- Certified Paralegal
- Professional Legal Secretary Certification