

# FIRST LAST

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## EXPERIENCE

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**SELF-EMPLOYED**, [Redacted], CA July 2020 – Present  
*LSAT Tutor (15 hrs/week)*

- Teach students of diverse backgrounds, helping them improve their scores by as many as 30 points

**[REDACTED LAW FIRM], LLP**, [Redacted], CA Jan. 2020 – Present  
*Administrative Assistant (40 hrs/week)*

- Worked on document review project for defamation case: sorted through a year of online communication relating to two major [redacted] to determine relevance for affirmative truth defense
- Perform administrative tasks: prepare evidence binders, schedule meetings, track billing, and coordinate with satellite offices

**THE OFFICE OF [REDACTED], ATTORNEY AT LAW**, [Redacted], CA Dec. 2018 – May 2020  
*Paralegal (10 hrs/week)*

- Scoured scientific journals for studies supporting insanity defenses in death-row appeals for defendants with mental illnesses
- Reviewed original trial court records in search of evidence that would establish grounds for appeal

**CALIFORNIA INNOCENCE PROJECT**, [Redacted], CA July 2018 – Dec. 2018  
*Undergraduate Intern (16 hrs/week)*

- Conducted review of all incoming cases to determine whether there were any procedural bars to appeal
- Liaised between attorneys and clients on four cases that led to exonerations; secured and summarized documents essential to client appeals, reviewed mail, and provided clients and families with regular case updates

**[REDACTED] FOR CITY COUNCIL**, [Redacted], CA Aug. 2018 – Nov. 2018  
*Regional Political Director (20 hrs/week)*

- Directed and trained volunteers on canvassing methods and coordinated routes in each neighborhood
- Spoke with voters regarding their opinions and shared candidate's plans to serve the community
- Relayed voter thoughts to campaign manager to assist in creating approach to better serve the community

**BANANA REPUBLIC**, [Redacted], CA Aug. 2017 – Dec. 2017  
*Sales Representative (30 hrs/week)*

- Helped customers select outfits, folded and organized clothes, and maintained a clean shopping area

**APPLEBEE'S GRILL + BAR**, [Redacted], CA Feb. 2017 – July 2017  
*Server (20 hrs/week)*

- Managed all aspects of customer experience from seating, to bussing, to serving for ~80 people per shift

**[REDACTED] CAFE**, [Redacted], CA June 2016 – Feb. 2017  
*Staff Lead (20 hrs/week)*

- Led team of staff, coordinating between front of house and kitchen employees, to serve 200+ guests daily

## LEADERSHIP

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**PHI ALPHA DELTA PRE-LAW FRATERNITY**, [Redacted], CA Sept. 2017 – June 2019

- Organized panels and networking nights with legal professionals to educate members on potential careers in law
- Coordinated fundraisers for non-profits, such as Wounded Warriors Project and [Redacted] Food Bank

## PERSONAL

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Languages: Urdu (conversational); Hindi (conversational); Spanish (beginner)

Hobbies: Spinning electronic music; League of Legends (top 0.3% world ranking); Recreating recipes from culinary shows