

FIRST LAST

City, State Zip • Phone • Email • LSAC#

EDUCATION

UNIVERSITY OF CALIFORNIA, [REDACTED], [Redacted], CA Sept. 2017 – Dec. 2019

Bachelor of Arts in Economics, Minor in Law and Society

Honor: Provost Honors (awarded for a quarter GPA of 3.50 or above), Spring 2018, Winter 2019, Fall 2019

EXPERIENCE

THE BAR ASSOCIATION OF [REDACTED], [Redacted], CA July 2020 – Present

Bilingual Legal Interviewer (35 hrs/week)

- Conduct phone interviews with indigent clients in English, Cantonese, and Mandarin; identify and classify legal issues, summarize client concerns, and refer them to local attorneys and/or government agencies

[REDACTED], [Redacted], CA Mar. 2020 – Apr. 2020

Office Services Associate (40 hrs/week)

- Rendered administrative support to attorneys as part of an onsite team at Arnold & Porter Kaye Scholer LLP; assembled deposition binders and other legal documents, scanned and forwarded mail, and troubleshooted printers and copy machines
- Accommodated changes due to COVID-19 as part of a skeleton crew to facilitate a smooth transition to work from home

[REDACTED] JUSTICECORPS, [Redacted], CA & [Redacted], CA June 2019 – Aug. 2019

Access2Justice Intern (40 hrs/week)

- Interviewed pro se litigants at the [Redacted] County Superior Court, identified appropriate forms for issues presented, and offered guidance on steps toward achieving desired resolutions
- Spearheaded International Service Database Project to identify procedural issues in ~125 cases involving respondents living in foreign countries; contacted petitioners regarding such issues and advised them on upcoming deadlines
- Drafted restraining orders ahead of weekly domestic violence hearings to streamline case procedure; helped protected parties complete confidential forms for filing in the California Law Enforcement Telecommunications System

[REDACTED] COMMUNITY GARDEN, [Redacted], CA Mar. 2019 – June 2019

Gardener (2 hrs/week)

- Cultivated produce to be utilized by campus food services operations, built a greenhouse with concrete foundations to allow for year-round gardening, weeded plots of land, planted new seeds, and transplanted old plants

STARBUCKS COFFEE COMPANY, [Redacted], CA Sept. 2016 – Feb. 2018

Barista (20-30 hrs/week)

- Prepared and served coffee, helped with cleanup, restocked and organized supplies, and assisted with inventory
- Resolved customer complaints and addressed any unexpected equipment malfunctions or supply shortages

LEADERSHIP

KAPPA ALPHA PI, PRE-LAW FRATERNITY, [Redacted], CA Sept. 2018 – Dec. 2019

Fundraising Chair (3 hrs/week)

- Negotiated partnerships with businesses to sell their inventory on campus in effort to raise money for fraternity events
- Helped organize and run fundraisers to benefit local hospitals, homeless shelters, and domestic violence programs

WOMEN IN BUSINESS, [Redacted], CA Jan. 2018 – Dec. 2019

External Committee Chair (4 hrs/week)

- Planned and executed inaugural Brunch Before Business conference, a panel featuring female executives from various fields
- Recruited and networked with speakers, oversaw promotion of group events, and arranged quarterly gatherings for members
- Hosted weekly professional development workshops on interviewing, public speaking, and resume and cover letter writing

PERSONAL

Languages: Cantonese (native), Mandarin Chinese (proficient); Spanish (elementary proficiency)

Music: Piano (10 years); Guzheng/Chinese plucked zither (10 years)

Interests: Dance (ballet, jazz, hip-hop); Home repair; Testing old family recipes; Exploring hidden coffeeshops; Gardening