

# FIRST LAST

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## EDUCATION

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**[REDACTED] UNIVERSITY**, [Redacted], TN Aug. 2017 – May 2020  
*Bachelor of Arts in Political Science, Minor in Business; Concentration in American Government and Politics*  
Honors: Phi Beta Kappa Freshman Seminar Award (outstanding writing award and cash prize bestowed to one first-year student each semester), Fall 2017

## EXPERIENCE

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**[REDACTED] LAW GROUP, APC**, [Redacted], AZ Jan. 2021 – Present  
*Law Clerk (40-60 hrs/week)*

- Draft and edit work product for attorneys, including legal briefs and memoranda, attorney correspondence, discovery papers, and pleadings at high-volume consumer protection litigation firm
- Interview clients and potential witnesses and review case files to compile relevant evidence and build case pre-litigation
- Analyze and respond to opposing papers, including dispositive motions, counterclaims, and motions to quash

**[REDACTED] DEMOCRATIC LEGISLATIVE CAMPAIGN COMMITTEE**, [Redacted], AZ Oct. 2020 – Nov. 2020  
*Campaign Fellow (25 hrs/week)*

- Placed 300+ calls per week to special list of voters that included infrequent voters and moderate Democrats and Republicans

**OFFICE OF THE MAYOR OF THE CITY OF [REDACTED]**, [Redacted], AZ May 2019 – Aug. 2019  
*Front Office Intern (25 hrs/week)*

- Resolved city cases opened by constituents, made appearances on behalf of mayor at city events, and managed policy projects
- Served as point of contact during contentious time when local police department was involved in a racially-charged incident

**[REDACTED] BASKETBALL ASSOCIATION**, Virtual May 2019 – Aug. 2019  
*League Writer (8 hrs/week)*

- Researched and published articles for a computer-simulated basketball league hosted online with hundreds of real players
- Created a power-ranking formula in Excel that pulled player data from online database and ranked each simulated basketball team against each other, with adjustments for strength of schedule and average margin of victory

**LEGISLATIVE DISTRICT [REDACTED] DEMOCRATS**, [Redacted], AZ May 2018 – Aug. 2018  
*Campaign Finance Intern (20 hrs/week)*

- Called voters and visited neighborhoods to raise awareness of upcoming vote; discussed policy and represented candidates
- Maintained campaign financial databases, located contact information for likely donors, and created tracking spreadsheets

**DEFEND OUR FUTURE**, [Redacted], AZ May 2018 – Aug. 2018  
*Policy Intern (10 hrs/week)*

- Engaged in policy discussions with college students and solicited pledges to vote for green candidates in midterm election
- Presented environmental policy research on clean energy funding during an advocacy meeting with an Arizona senator

## EXTRACURRICULAR ACTIVITIES

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**[REDACTED] MOCK TRIAL**, [Redacted], TN Fall 2018 – Spring 2020  
*Attorney (10 hrs/week)*

- Researched, drafted, and delivered opening and closing arguments in mock civil negligence and murder cases
- Conducted direct and cross examinations on witnesses and responded to objections applying rules of evidence

**PHI GAMMA DELTA – [REDACTED] CHAPTER**, [Redacted], TN Spring 2018 – Spring 2020  
*Risk Management Chair (Fall 2018 – Spring 2020, 2 hrs/week)*

- Implemented new health and safety policies for fraternity, including the creation of safety crews at all events
- Advised executive board on potential risks to compliance with university guidelines and ways to mitigate them

*Pledge Class President (Spring 2018 – Fall 2018, 1 hr/week)*

- Represented and advocated for incoming pledge class at fraternity meetings and university-wide Greek Life meetings

**[REDACTED] HOUSE**, [Redacted], TN  
*House President (3 hrs/week)*

Fall 2017 – Spring 2018

- Directed executive board meetings for college dorm and allocated ~\$2k budget for academic and social events

### **VOLUNTEERING**

**ST. MARY'S FOOD BANK**, [Redacted], AZ  
*Food Packager (2 hrs/week)*

Jan. 2021 – Present

- Package food for delivery to needy households, replenish inventory, and review completed boxes for quality control

**THE MARY PARRISH CENTER**, [Redacted], TN  
*Cleaning Crew (3 hrs/week)*

Oct. 2017 – May 2019

- Cleaned and organized outdoor spaces at transitional housing center for survivors of domestic violence

### **ADDITIONAL INFORMATION**

Languages: Spanish (conversational)

Achievement: Eagle Scout (highest rank in Boy Scouts awarded after organizing and managing a service project), 2017

Interests: Violin (15 years); Piano (11 years); Backpacking; Board games (Settlers of Catan, Seven Wonders); Weightlifting