

# FIRST LAST

City, State Zip • Phone • Email • LSAC#

## EDUCATION

**[REDACTED] UNIVERSITY**, [Redacted], IN Aug. 2019 – Present

*Bachelor of Arts in Political Science with Honors Distinction, minors in Apparel Merchandising and Sociology, expected May 2023*

CAS GPA: 4.0

Honors: [Redacted] Memorial Scholarship (for achievement in political science), Fall 2022  
Executive Dean's List (for a semester GPA of 3.7 or above), 6 semesters  
Dean's Scholarship (merit-based financial aid), all semesters

Study Abroad: CAPA: The Global Education Network, Global Cities Study Abroad, [Redacted], Italy, Spring 2022

## EXPERIENCE

**[REDACTED LAW FIRM], LLC**, [Redacted], NJ May 2022; Dec. 2021 – Jan. 2022; May 2021 – Aug. 2021

*Legal Intern*

- Assisted with guardianship cases: drafted briefs, liaised with clients, and prepared documents for court
- Performed administrative tasks; answered phones, filled out paperwork, organized files, and mailed letters
- Shadowed attorneys at client meetings, depositions, settlement negotiations, and court hearings and trials

**DOORDASH**, Multiple Locations

May 2020 – Aug. 2020

*Delivery Driver*

- Delivered food in New York and New Jersey, coordinating with restaurants and customers to ensure order accuracy

**SELF-EMPLOYED**, Remote

June 2017 – Aug. 2020

*Buyer & Reseller*

- Researched trends in clothes styles and prices in online resale markets to buy and resell used clothes for a profit
- Negotiated prices with market participants to offer and receive the best deals when buying and reselling clothes

**[REDACTED] LAW FIRM, LLC**, [Redacted], NJ

May 2019 – Aug. 2019

*Legal Intern*

- Prepared wills, participated in client meetings to discuss document contents, and acted as a witness at signings
- Spearheaded transition from physical filing system to digital one, ensuring files kept their integrity and categorization

## LEADERSHIP

**THE [REDACTED] PROGRAM @ [REDACTED]**, Virtual

Sept. 2021 – Present

*Retail [Redacted]*

- Network with industry leaders at events focused on retail marketing, social media, design, merchandising, and tech
- Marketed Nordstrom exclusive apparel on personal social media accounts to promote engagement with the program

**ALPHA PHI, [REDACTED] CHAPTER**, [Redacted], IN

Jan. 2020 – Present

*Director of Programming and Events (Nov. 2020 – Dec. 2021)*

- Planned and executed events, such as bonding activities, galas, and fundraisers to benefit Women's Heart Health
- Organized and distributed university guides and resources to all chapter members during the COVID-19 pandemic

## PERSONAL

Languages: Spanish (conversational), Italian (conversational)

Interests: Travel (15 countries); Tennis; Golf; Pilates; Healthy cooking; Board games (Rummikub, Scrabble, Life)