

JANE ALUMNI

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PROFESSIONAL EXPERIENCE

Paralegal, Relman, Dane & Colfax PLLC, Washington, DC (Fall '18- Present)

- Support 15 civil rights attorneys through tasks including, organizing all case files, scheduling meetings, conducting interviews with potential clients, drafting internal memos, and conducting substantive investigative research.
- Prepare and organize exhibits for hearings, communicate with clients, conduct factual research, coordinate travel logistics, and attend hearings.

President, NOLARIZE!, Swarthmore, PA (Fall '16- Present)

- Lead non-profit campus organization aimed to raise social and cultural awareness about New Orleans and continue efforts in directly aiding its local communities.
- Supported Cutoff Youth Library, a self-managed library in New Orleans aimed to provide a physical space for youth, ages 5-17, affected by Katrina to be inspired to excel academically through reading, writing, and creative expression.
- Coordinated and participated in service trips to New Orleans aimed to provide direct assistance and volunteer services to communities affected by Hurricane Katrina.

RELATED EXPERIENCE

Crowell & Moring Law Firm Summer Intern, Washington, D.C. (Summer '17)

- Interned under Wilma Lewis, a Partner in the firm's Litigation group and the first African-American woman to be appointed

Resident Assistant, St. Davids, PA (Fall '16- Spring '17)

- Serve as a counselor to 29 female hallmates by providing academic, moral and emotional support, while serving as liaison between school administration and residents.
- Upheld residence hall rules and college policies with fellow RAs while fostering a safe and diverse space for residents.

EDUCATION

Paralegal Studies Program, Villanova University, Villanova, PA (May '17)

BA in Political Science, Eastern University, St. Davids, PA (May '16)

GPA: 3.89 | Graduated *Summa cum laude*

SKILLS

- Languages: Proficient in reading, writing, and speaking Spanish.
- Computer Skills: Proficient in Microsoft Word, Publisher, Excel, Power Point, Adobe Professional, Wordpress, Drupal, and basic HTML.