

Lex Vranick

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PROFILE

Driven and creative self-starter with extensive experience delivering high quality work while adhering to strict deadlines and maintaining active and open communications with clients, supervisors, and colleagues. Adaptable professional comfortable working with teams and individually in both in-person and virtual work environments.

EDUCATION

Florida State University College of Law

TALLAHASSEE, FL

Juris Doctor Candidate, May 2022

Activities: Animal Legal Defense Fund (Secretary, 2020-21; PR Chair 2021-22); Non-Traditional Students Association (Secretary, 2020-21, 2021-22); Entertainment, Art, and Sports Law Society; Business Law Society; Intellectual Property Law Society

Excelsior College

REMOTE

Bachelor of Arts – Liberal Arts, March 2018

Honors: Alpha Sigma Lambda National Honor Society, Cum Laude Graduate

EXPERIENCE

Florida State University College of Law

REMOTE

Teaching Assistant – Juris Master Program | Aug. 2020 – Present

Grades and provides feedback on student assignments in a timely manner. Conducts legal research to create course materials. Holds office hours to handle student questions and assist students in coursework. Writes and records review materials including PowerPoints and lecture videos for students to use in study.

Self Employed

REMOTE

Writer, Editor, Digital Marketing | Sept. 2015 – Present

Writes, edits, publishes, and markets books of poetry and short fiction. Negotiates contract agreements for freelance work projects and sales of publishing rights. Maintains records of sales of publishing rights, payments for contracted freelance work, and book sales. Manages business website and social media accounts for digital marketing purposes.

Sunken Meadow State Park

KINGS PARK, NY

Office Manager | April 2014 – July 2019

Interviewed, trained, and supervised seasonal office staff. Managed parkwide memorial bench program, including meeting with buyers, coordinating deliveries, maintaining sales records, and

depositing payments to the business bank account. Maintained records of annual permit sales for regional management. Answered phones and spoke with patrons.

Nova Science Publishers

HAUPPAUGE, NY

Marketing Assistant | Dec. 2018 - June 2019

Utilized WordPress software to update product descriptions, titles, publishing statuses, and sales information on available and upcoming books, journals, and magazines. Maintained open and ongoing communication with authors regarding book marketing strategies and outcomes for their books. Facilitated communication with staff at university libraries, bookstores, and academic and professional conferences and conventions in order to sell and promote books. Curated content for and managed company social media profiles including Facebook and Twitter. Maintained detailed records of marketing efforts including contact lists using Microsoft Excel.

VOLUNTEER

National Novel Writing Month

REMOTE

Ambassador | Sept. 2015 – Present

American Foundation for Suicide Prevention

REMOTE

Advocate/Fundraiser | Dec. 2018 – Present

SKILLS

Microsoft Office
Google Suite
WordPress
Squarespace
Wix
Canva
Social Media

Adobe Photoshop
Blackboard
Canvas
Westlaw
Lexis Nexis
Zoom
Asana

INTERESTS: Reading and writing literary and genre fiction including horror, science fiction, and mystery/thriller. Yoga. Collecting vinyl records.