

Jane Doe

Baltimore, MD

jane.doe@ubalt.edu XXX-XXX-XXXX

HIGHLIGHTS

Legal administrative support | Court report documentation | Strategic management | Advanced MS Office Suite knowledge | Westlaw and LexisNexis | Building positive relationships | Collaborative | Public speaking | Bilingual | Detail Oriented | Research

EDUCATION

University of Baltimore

Bachelor of Arts in Government and Public Policy
GPA: 3.57

Baltimore, MD
Dec 2020

Montgomery College

Associate of Arts in General Studies
GPA: 3.0

Rockville, MD
May 2015

RELEVANT EXPERIENCE

Courtroom Clerk

Baltimore City District Court

Baltimore, MD
May 2015- June 2018

- Composed and revised legal documents such as letters, depositions, and court documents
- Recorded and monitored court appearance dates
- Updated and maintained documents and case files in law libraries

Voting Research Team Member

Maryland State Board of Elections

Baltimore, MD
July 2016- July 2017

- Surveyed voters regarding their experience with registration and polling process
- Compiled data on voter demographics for a presentation to the Maryland General Assembly

ADDITIONAL EXPERIENCE

Administrative Assistant

Brooklyn Park Middle School

Baltimore MD

Baltimore, MD
August 2016- Present

- Manage the office sign-in sheet by inputting and logging student information regarding attendance
- Perform clerical and administrative duties such as; answering phones and emails, copying and faxing, and assembling student folders
- Coordinate and schedules all room assignments for faculty and staff

Freshman Success Coach

University of Baltimore Achievement and Learning Center

Baltimore, MD
August 2015-June 2016

- Implemented a marketing campaign that increased coaching session turnout by 75%
- Provided academic coaching to roughly 15-20 students on a weekly basis
- Assisted students with becoming college ready by offering training on note taking, study skills, and navigating online resources

HONORS AND AWARDS

- William Donald Schaefer Scholar 2016
- Senatorial Scholar 2015
- Kendall Scholar 2014

Permission granted to use resume for sample from UB student – name and contact information changed to protect privacy