

Jane Doe

Baltimore, MD 21201- XXX-XXX-XXX

Professional Summary

- Working knowledge of Microsoft Office Suite and Judicial Dialogue database
- Demonstrated interpersonal skills
- Experience producing reports and legal documents
- Strong leadership and community involvement

Educational Background

University of Baltimore January 2017-Present
Bachelor of Arts in Government and Public Policy Baltimore, MD
Related Coursework: *Litigation, Legal Writing, Legal Research, Law Office Management*

Professional Experience

Maryland General Assembly December 2016-Present
Intern Annapolis, MD

- Attend committee hearings and sessions that pertained to different laws being introduced, challenged and approved
- Perform administrative duties that included filing, entering contents into spreadsheet, answering phone calls and emails
- Takes minutes during meetings on a weekly basis

University of Baltimore Law Clinic August 2016-November 2016
Law Clinic Student Assistant Baltimore, MD

- Assisted with student training sessions by preparing documents, creating presentations, and logging attendance
- Served as the front desk liaison in the center by directing clients to appropriate point of contact

State Attorney's Office- Borgerding August 2015- October November 2016
Legal Intern Baltimore, MD

- Assisted the attorney in preparing for trial by overviewing and organizing exhibits
- Drafted letters and legal documents such as subpoenas and cover sheets for case intake
- Uploaded discovery to judicial dialogue database
- Assisted with interviewing witnesses and processing notes

Involvement

Student Government Association May 2017- Present
SGA Secretary Baltimore, MD

- Maintain the UBSGA electronic forms of communication, including the UBSGA website, student organization software, and social media
- Prepare agendas for all SGA cabinet and senate meetings

Affiliations

National Society of Leadership and Success May 2016- Present
Baltimore Council on Foreign Affairs May 2016-Present