

Prelaw Izzy Islander

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OBJECTIVE STATEMENT

Political Science junior with legal aid, administrative, and leadership experience seeking an internship at XYZ firm. Proficient in MS Office suite, legal writing, research, and data analysis.

EDUCATION

Bachelor of Arts, Political Science

Expected Graduation: 05/20XX

Minor: Pre-law

GPA: 3.50

Texas A&M University-Corpus Christi (TAMUCC)

Relevant Courses: Legal Environment of Business, Constitutional Law, Court Systems and Processes

Del Mar College

Corpus Christi, TX

Associate of Applied Science

05/20XX

CERTIFICATION

Texas Paralegal Certification

05/20XX

RELEVANT SKILLS

Technical: Legal Writing, Data Analysis, Proficient in MS Office Suite, Word, Excel

Professional: Public Speaking, Communication, Leadership, Adaptable

RELEVANT EXPERIENCE

Legal Assistant

Corpus Christi, TX

Thomas J Henry Law, PLLC

08/20XX – 05/20XX

- Interact daily with assigned clientele and Potential New Clients (PNC) to understand their needs, providing clarity for assigned attorney directions.
- Work closely with assigned attorney, ensuring adherence to all policies and procedures.
- Communicate daily with assigned attorney using multiple mediums (e.g., email, written reports, one-on-one presentations) to address case building, property damage, or case settling issues.

LEADERSHIP EXPERIENCE

Career Peer Mentor

Corpus Christi, TX

TAMUCC Career & Professional Development Center

09/20XX – Present

- Guided students with resume feedback and mock interview practice for internships and full-time jobs.
- Developed excellent presentation skills through workshops on services 15 times per semester.
- Maintained database of scheduled appointments and recorded needs from sessions.
- Coordinated front desk calls scheduling an average of 17 counseling appointments per shift.

Team Lead

Corpus Christi, TX

Whataburger

02/20XX – Present

- Led a team of 15 employees in delivering exceptional customer service and ensuring smooth operations.
- Implemented training programs and performance improvement initiatives resulting in increased efficiency and customer satisfaction.

AWARDS

Dean's List

12/20XX-05/20XX

ORGANIZATIONS

Pre-Law Society

09/20XX-Present

National Society of Leadership and Success

03/20XX-Present