

Alberta Gator

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EDUCATION

Bachelor of Arts

Majors: English and Political Science
University of Florida, Gainesville, FL

June 2023
GPA: 3.56/4.00

LEGAL EXPERIENCE

Law Clerk

June 2022 - August 2022

Miami-Dade County District Attorney's Office | Miami, FL

- Wrote court motions and summaries of police reports from agencies for Deputy District Attorneys
- Organized binders consisting of police reports and interview transcripts in order to prepare Deputy District Attorneys for witness testimonies during preliminary hearings
- Attended training sessions conducted by Deputy District Attorneys and the District Attorney's Professional Responsibility & Training Unit on topics such as jury trial preparation
- Shadowed Deputy District Attorneys to observe and ask questions concerning hearings, and trials

Legal Clinic Commissioner, Associated Students

January 2021 - June 2022

University of Florida | Gainesville, FL

- Managed a budget of over \$1,000 for booking event spaces and purchasing items for events and raffles
- Corresponded with Administration and Associated Students Executives to work toward establishing a Legal Clinic to provide affordable legal assistance and resources for undergraduate students
- Oversaw and delegated tasks to a team of 8 interns for commission

PROFESSIONAL EXPERIENCE

September 2021 - June 2023

Career Ambassador, Career Connections Center

University of Florida | Gainesville, FL

- Educated students about the services provided by Division of Career Pathways during outreach events
- Organized and moderated a panel of current students and recent alumni sharing experiences in pursuing career paths in law and politics for an audience of 30+ students
- Critiqued resumes and cover letters for students during walk-in sessions

D.C. Office Intern –District of Columbia Summer Program

June 2021 - August 2021

United States House of Representatives, Washington, D. C.

- Composed Congressional Records honoring constituents for the Congresswoman to read on the House Floor
- Created a legislative project by formulating a bill to combat pollution in the Inland Empire that was selected by the Congresswoman to be further developed by legislative staff
- Crafted briefing memos for staffers concerning topics such as defense, foreign affairs, and voting rights
- Corresponded with constituents while conducting tours of the United States Capitol Building
- Logged constituent and agency letters, phone calls, and business cards in Fireside21 (constituent correspondent database)

SKILLS

Computer: Microsoft Office (Word, Excel, Powerpoint, Office 365), Adobe Acrobat, Canva

Language: French (moderate proficiency)