

# Meredith Paul

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## EDUCATION

MOORE SCHOOL OF BUSINESS, University of South Carolina  
*Bachelor of Science, Risk Management & Insurance, Minor in French*

Awards: President's Honor List(multiple recipient) & Dean's Honor List(multiple recipient)

Columbia, SC

May 2025

GPA: 3.9

## EXPERIENCE

RUSH LAW FIRM

Columbia, SC

Runner

June 2023 – Present

- Maintained an organized and compliant document management system to facilitate the online filing and storing of important legal documents
- Transported and delivered crucial time-based documentation to various courts and legal entities, to uphold the firm's reputation for reliability and urgency
- Created and maintained a strict schedule, tailored to the specific needs of each attorney, to allocate time and resources

AZZURRO

Richmond, VA

Server

July 2020 – Seasonally

- Collaborated with serving staff to ensure order accuracy and efficient food delivery, increasing customer satisfaction
- Provided dietary recommendations and suggestions while upselling specials, including drinks, appetizers, and desserts, increasing overall daily sales
- Trained and educated new employees through shadowing to streamline communication and company procedures
- Proficiently processed a high volume of daily orders, averaging in the hundreds, through operating a POS server system

SPERONIS FAMILY

Columbia, SC

Tutor for a Special Needs Family

September 2022 – September 2023

- Provided transportation and services to cater to the needs of a family with a student with learning disabilities
- Personalized coaching for the student's specific needs to create a unique learning environment
- Provided feedback to parents to track and monitor child's behavior and progress

KANAWHA RECREATION ASSOCIATION

Richmond, VA

Lifeguard

May 2019 – August 2020

- Monitored chlorine levels of a 100-person capacity pool to adhere to safe swimming conditions set by city officials
- Certified in CPR and First Aid to ensure the continuous safety of everyone in the pool area

## LEADERSHIP EXPERIENCE & INVOLVEMENT

2023 **Gamma Iota Sigma Fraternity**

- GIS drives sustainable growth in the insurance industry's student talent pipeline through mentorships, networking events and conferences, all supporting industry relationships and a strong professional network

2023 **Draw for Paws**

- Volunteered as a scarlysquad member, creating and painting custom dog portraits as part of a fundraising initiative to support the welfare and rescue of animals across the US

2023 **Fashion Board**

- Promoted environmental consciousness and thriftiness within the fashion industry by creating fashion boards, styling runway events, and designing and sewing outfits primarily using second-hand materials

2021 **Kappa Delta: Beta Zeta**

- Bid Day Committee – Worked and met throughout the year to plan, organize finances, and coordinate the set up and theme of the most prominent day of sorority recruitment
- Set Group Leader – Mentored & served as the main point of contact for a cohort of new initiates, providing guidance and support throughout a training camp and weekly sessions leading up to initiation

2021 **Douglas S. Freeman Women's Lacrosse Captain & State Champion**

- Successfully led the team to win the women's Virginia state championship

2020 **Make-A-Wish**

- Demonstrated project management and community involvement, to build and install a customized playground

**IT SKILLS:** Microsoft Word, Excel, PowerPoint, Prezi, Canva, R  
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