

Austin M. Rice

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EDUCATION

The Iron Yard 06/2016 – 09/2016
Back-End Engineering — Ruby on Rails

The University of Texas School of Law, Austin, TX 08/2013 – 05/2016
J.D. May 2016
GPA: 3.23

The University of Houston, Houston, TX 01/2008 – 05/2012
B.A. in Philosophy and Psychology
GPA: 3.76, *Summa Cum Laude*

- Phi Kappa Phi, National Honor Society, *member* as of May 2012.

PRIOR EXPERIENCE

Eccles & McIntosh, P.C., Austin, TX 10/2014 – 01/2016
Legal Clerk

- Sole legal clerk for firm of four lawyers and balanced assignments between them.
- Primarily drafted estate planning, probate, and tax documents such as Wills, Disability Documents, Inventories, Applications to Probate and Issue Letters Testamentary, Notices to Creditors, Distribution Deeds, Original Petitions and Answers, and various Tax forms.
- Researched and analyzed legal issues of property, probate, and tax alongside attorneys.
- Communicated with courts, clients, and creditors in having property transferred and in acquiring information for estate planning, probate, and tax proceedings.
- Attended hearings to have probate documents admitted.

Paris Mendoza & Associates, P.C., Houston, TX 05/2014 – 08/2014
Legal Intern

- Sole legal intern for attorney, maintained files and sensitive information on 40+ cases.
- Drafted and responded to Petitions, Requests for Discovery, motions, and other documents.
- Researched and analyzed legal issues with attorney.
- Communicated with courts, District Attorney, opposing counsels, and clients in acquiring information for lawsuits.
- Assisted the head attorney in trial.