

# Mely Arias

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## EXPERIENCE

### **Arias Gutierrez Multiservices** **Newark, NJ — Secretary**

April 2017 - PRESENT

**Kept manager organized by answering phone calls, developing and maintaining filing process, and communicating verbally and in writing to answer questions and provide information.**

### **Prudential Girls Who Code Program** **Newark, NJ — Programmer**

July 2017 - August 2017

**After Learning computer science through real life projects such as robotics, video games and websites, developed a tailored website(“Culture+”) to raise cultural awareness.**

### **Gibbons P.C** **Newark, NJ — Intern**

July 2015 - July 2015

**Learned how to present ideas and argue both sides of the issue while interning with lawyers, and demonstrated learned skills in front of real judges.**

### **McElroy, Deutsch, Mulvaney & Carpenter LLP** **Morristown, NJ — Intern**

July 2015 - July 2015

**After Conducting legal research and constructing legal brief, presented to actual judge.**

### **McCusker, Anselmi, Rosen & Carvelli P.C** **Florham Park, NJ — Intern**

July 2015 - July 2015

**After developing case strategies for trial and strategically direct-examining witness in mock criminal case, presented learned skills to judge.**

## EDUCATION

### **Essex County Newark Tech, Newark, NJ — Engineering**

Sep 2014 - June 2018

## SKILLS

### **Programming:**

**HTML, CSS, JavaScript, and Python**

### **Engineering:**

**AutoCad Drafting**

## AWARDS

- Honor Roll (each year)

### *9th grade*

- MVP Award – for outstanding performance in The 2014 Summer Law Institute mock trial competition.

### *10th grade*

- National Honor Society Member
- Honoree by Newark Municipal Council
- Student of the year – Dominican Cultural Festival and Parade of Essex County
- *In Legal Program*: Most Improved Debater 2016

### *11th grade*

- Student of the Month
- *In Legal Program*: Finalist for Best Brief 2017
- *In Legal Program*: Constitutional Debate Winner

## LANGUAGES

- Spanish, English

## ACTIVITIES

- Yearbook Committee (managing editor)
- Book Club(Treasurer)

