

# Rhys Julian-Jones

Dedicated and enthusiastic new grad who is interested in Software Engineering but has found a passion for the legal field as well.

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## EXPERIENCE

### **Wolflick, Khachaturian & Bouayad, APC, Glendale, CA — File Clerk and Legal Secretary**

March 2020 - PRESENT

**Client Onboarding:** Streamlined turning potential clients into actual clients by developing standardized intake forms and procedures to gather necessary information about a client and their prospective case.

**Document Preparation:** Prepared and formatted pleadings, CBAs, briefs, and settlement agreements. Maintained an in house digital database and physical files for over 600 past and present cases.

**Admin Tasks:** Handled mailing, faxing, scanning, and uploading of documents and maintaining schedules for multiple attorneys. Primary point of contact for clients to address concerns and answer questions.

## EDUCATION

### **California State University - Fullerton, Fullerton, CA — Bachelor of Science - Computer Science**

August 2018 - December 2022

Completed my degree with a 3.6 GPA during COVID and had an emphasis in software engineering and app development. Very handy with computers and have been programming for over 10 years at present.

**Studied Courses:** Data Science, Machine Learning, Artificial Intelligence, App Development, Database Management, Cybersecurity, Algorithms

## PROJECTS

### **RocketTracker — Track upcoming and past SpaceX launches**

- Developed in Swift for iOS an application that allows users to view past as well as upcoming SpaceX launches. Users can get information on the rocket for the mission, date and time, payload, and reusability characteristics for every individual launch.
- Built from the ground up using no libraries. All UI was programmatically generated. Data was hand curated.

## LEGAL SKILLS

Client Relations  
Microsoft Office Suite  
Attention to Detail  
Customer Service  
Database Management  
Organization  
Time Management  
Teamwork  
Transcription

## PROGRAMMING SKILLS

Data Structures  
Object Oriented Programming  
Agile Development  
Problem Solving  
Multitasking  
C++, Java, Python, Swift  
HTML, CSS, SQL  
Collaboration  
Writing Tests

## LANGUAGES

- English (Native)
- Armenian (Native)
- Spanish (Moderate)