**BENJAMIN PERRY**

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**EDUCATION**

**SOUTHWESTERN LAW SCHOOL,** Los Angeles, California

August 2011-May 2012

**UNIVERSITY OF CALIFORNIA, BERKELEY,** Berkeley, California

*Bachelor of Arts*, History, May 2008

**EXPERIENCE**

**LITTLER MENDELSON, P.C.,** Century City, California

*Litigation Case Clerk*, June 2008- March 2009

Collaborated with office of 60+ attorneys and 10 paralegals to organize and prepare case documents for diverse clientele; handled variety of different tasks and case assignments with efficiency and adaptability.

**UNIVERSITY OF CALIFORNIA, BERKELEY**, Berkeley, California

*Office of Gift Planning*- *Student Assistant,* October 2007- May 2008

Provided essential administrative assistance and clerical support to office of eight attorneys; reviewed and handled sensitive legal material, and delivered donor correspondences to appropriate channels.

**MAYOR’S OFFICE OF NEIGHBORHOOD SERVICES**, San Francisco, California

*Intern,* June 2007- May 2007

Promptly responded to constituent concerns, maintained personal contacts and assisted city’s homeless community; wrote proclamations and certifications for noteworthy individuals in the community.