**BENJAMIN PERRY**

(909)993-2668; ben.perry.esq@gmail.com

**EDUCATION**

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

August 2011-August 2012

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

*Bachelor of Arts*, History, May 2008

**VOLUNTEER WORK**

**SE WORKS,** Portland, Oregon

December 1, 2012- current

Planned and implemented English tutoring sessions with ESL students. Guided students with improving their speaking, writing, and reading skills.

**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.