

JANINE Y

GEOGRAPHY: Hawaii, Northern California and Bay Area, Southern California

INDUSTRY: Education: General, Education: Teaching, Human Resources/Recruiting, Law, Social Services

EDUCATION

Scripps College, Claremont, CA

May 2015

- Bachelor of Arts, dual major in Economics and Legal Studies
- GPA: 3.9/4.0, Dean's List (Fall 2011- Fall 2013)
- Senior Thesis: Examining the effects of strengthening self-defense laws on ethnic minorities and women

Danish Institute for Study Abroad (DIS), Copenhagen, Denmark

Spring 2014

- Semester-long program on Sociology: Cultural Diversity and Social Capital
- Selected out of 70 students to serve as the official student blogger for the DIS Sociology program

COMMUNICATION AND ORGANIZATIONAL EXPERIENCE

Career Consultant, *Scripps Career Planning & Resources*, Claremont, CA

Aug. 2012 – Present

- Advise approximately four students weekly on improvement methods for their resumes and cover letters
- Teach students how to find jobs and internships, apply for grants and fellowships, and network with alumnae
- Collaborate with five full-time staff to coordinate projects, on-campus recruiting, and special events
- Manage the front desk by answering questions from students and parents, replying to and sending out emails, and operating the phone system
- Demonstrated leadership and public speaking skills by preparing questions for, ensuring the equity of voices during, and moderating a panel of five professionals with 40+ students in attendance

Mentor, *Uncommon Good*, Claremont, CA

Jan. 2012 – Present

- Established a positive relationship with and serve as a role model for a low-income, high-achieving student
- Strategically plan weekly activities that meet mentee's educational needs and interests

Leader, *3C Intersivity Christian Fellowship*, Claremont, CA

May 2013 – Dec. 2013

- Planned, prepared, and executed weekly meetings for 5-10 Scripps students
- Contributed to monthly meetings in which 15 leaders and two staff discussed the club's mission and events
- Initiated and led the organizing of monthly events to facilitate bonding between 10-50 club members

Secretary, *Anointed Gospel Choir*, Claremont, CA

Oct. 2012 – Aug. 2013

- Elected to serve as a liaison between 30 choir members and the choir's executive board
- Composed weekly emails that informed members of the choir's schedule and upcoming events
- Participated in and transcribed the executive board's weekly meetings during which the officers planned the choir's schedule and organized choir events

ANALYTICAL EXPERIENCE

Legal Intern, *Fukunaga, Matayoshi, Hershey & Ching LLP*, Honolulu, HI

Jun. 2014 – Aug. 2014

- Analyzed cases with attorneys, attended depositions, and prepared graphical exhibits for a patent law case
- Shadowed an attorney who specializes in civil litigation, personal injury, torts, insurance law and litigation, construction law and litigation, environmental law, and intellectual property litigation

Legal Intern, *Office of the Public Defender*, Honolulu, HI

Jun. 2013 – Aug. 2013

- Formulated arguments with attorneys and interns, participated in interviews with clients and experts, and researched relevant case law to write approximately 10 legal motions
- Facilitated the bi-weekly intake of 100+ new clients by reviewing clients' court papers, creating electronic files for each client, and instructing clients on how to fill out the office's administrative paperwork
- Shadowed attorneys who represent clients living in poverty and learned about criminal proceedings at the juvenile detention facility, District Court, Circuit Court, Hawaii Supreme Court, Hawaii State Hospital, and prisons

AWARDS AND SKILLS

Academic Awards: James E. Scripps Scholar (four-year merit scholarship for half tuition), valedictorian ('Iolani School, Honolulu, HI)

Computer: Microsoft Office (Word, PowerPoint, Excel), STATA, Jenzabar CX, ReportNet, Novell Groupwise

Social Media: Facebook, Instagram, WordPress

Language: Written Latin