

SAMANTHA A

GEOGRAPHY: Geographically Flexible, Mid-Atlantic, Southern California

INDUSTRY: [Consulting/Management](#), [Fundraising/Development](#), [Law](#)

Education

Scripps College, Claremont, CA

Expected May 2015

Bachelor of Arts in Politics and International Relations, Minor in Religious Studies

- Thesis: Coming out of the Margins: LGBTI Activists in Costa Rica and Nicaragua

Institute of Central American Development Studies, San José, Costa Rica

Spring 2014

Work Experience

Mixon Jolly, LLP., Business Litigation Law Firm, Costa Mesa, CA

May 2014 – August 2014

Intern

- Analyzed official court documents, researched and prepared memoranda of critical facts
- Attended court hearings and depositions
- Drafted and served official court documents
- Kept communications with clients, outside attorneys and opposing counsel
- Administered general filing, indexing, and organization of client documents

Center of Research and Promotion of Human Rights, San José, Costa Rica

March 2014 – April 2014

Intern

- Researched HIV prevention for men who have sex with men
- Translated professional documents from Spanish to English
- Put together a spreadsheet of themes in HIV prevention research and techniques to combat these themes

Assembly member Tom Daly, District Office, Anaheim, CA

May 2013 – August 2013

Assembly member Jose Solorio, District Office, Anaheim, CA

May 2012 – August 2012

Intern

- Created and mail merged certificates for recognition of community accomplishments by deadline
- Answered at least a hundred constituent phone calls, listened to their concerns, and directed them to the correct field representative who works in that area
- Created and mail merged certificates and other documents for recognition of community accomplishments
- Attended various political and community events with Assemblyman Solorio and Field Representatives
- Received constituent information, input into database and wrote letters in response to their comments

Volunteer Experience

Scripps College – Challah for Hunger, Claremont, CA

September 2011 – Present

Volunteer

- Sell Challah every week to hundreds of Claremont College Students, faculty and community members
- Raise awareness of and support an organization that has raised over \$10,000 benefiting refugees in Darfur

Claremont Colleges Ballroom Dance Company, Claremont, CA

Fall 2013

Related Communities Fundraising and Engagement Team Leader

- Talked to fifty businesses and raised over \$300 for the company for scholarships, transportation and costumes

Skills

Computer: Microsoft Office, Outlook, Wordpress

Language: Conversational and Written Spanish