

Name
Phone Number • Email

EDUCATION

University of Central Florida
Bachelor of Arts, Legal Studies

June 20XX
GPA: 3.84

LEGAL EXPERIENCE

Heston & Heston, Attorneys at Law | Orlando, FL

June 20XX – Present

Legal Assistant

- Shadowed and observed attorneys in mediations, court appearances, mandatory settlement conferences, arbitrations, etc.
- Collaborated with another intern to ensure daily tasks were completed efficiently and correctly
- Initiated communication with file clerk and attorneys to take on more tasks and responsibilities
- Scanned, sorted, and filed all documents into the appropriate files
- Assisted attorneys by assembling exhibits to be attached to legal documents
- Assisted file clerks sort through then close inactive cases

Community Service Programs, Dispute Resolution Services | Sanford, FL

April 20XX – Present

Volunteer Mediator

- Mediate small claims and civil harassment cases at the Seminole County Superior Courts in Sanford and Lake Mary
- Intake of all contested cases during small claims calendar to match mediators with parties willing to go to mediation
- Complete 40 hours of basic mediation training and the additional advanced training for civil harassment cases

ADDITIONAL EXPERIENCE

Team of Advocates for Special Kids (T.A.S.K.) | Anaheim, CA

June 20XX – August 20XX

Volunteer; Seasonal

- Assisted the Summer Camp by managing several stations, developing plans, and setting up activities for approximately 40 children with special needs, such as Autism or Down Syndrome
- Instructed children with disabilities to enhance various skills, such as communication, computer, and reading skills
- Set up for workshops by testing equipment to ensure that it works properly and preparing necessary documents and flyers

RESEARCH

University of Central Florida Memory and Development Lab | Orlando, FL

June 20XX – Present

Study Manager and Research Assistant

- Oversee a study examining the cognitive functioning of children with Down syndrome
- Coordinate between faculty mentor, graduate students, lab manager, and other undergraduate research assistants to ensure things are done correctly and smoothly
- Input, organize, and clean up data from several infant studies to be analyzed
- Schedule participants by calling potential participants, scheduling participants, maintaining lab calendar, and making sure all paperwork, such as the research consent form and the participant folder, is ready for participant upon arrival
- Code toddlers' behavior from video recordings of previous infant studies according to study guidelines prior to preparing the data for analysis
- Submit two research proposals to present research findings at the end of the year about the cognitive function of children with Down syndrome, more specifically the effects of social interaction on the children with Down syndrome's ability to generalize learned behaviors across various cues and context

SKILLS

Languages: Mandarin (conversational)

CERTIFICATIONS

Basic Mediation and Advanced Civil Harassment Mediation

INVOLVEMENT

National Society of Leadership and Success – Honors Society
Asian Student Union

March 20XX – Present
January 20XX-Present

HONORS

Chancellor's Award of Distinction

May 20XX