

**DEBORAH DOE**  
dodedo@parrotfoot.net

666 Oak Ave  
Valley Forge, PA 000000  
(215) 555-1212

W.U.S.L. Box 222  
Wilmington, DE 19803  
(302) 477-1111

## **Educational Background**

*J.D. expected May, 2004      Widener University School of Law  
Wilmington, DE*

*B.A. awarded May, 1999      La Salle University  
Cum Laude      Philadelphia, PA*

## **Employment History**

*2002-present      Law Clerk, David Davis, Esquire, Media, PA*  
Conduct research on issues involving domestic relations, criminal defense, personal injury, landlord-tenant and estate planning matters. Participate in client interviews to gather information for interrogatory answers. Draft documents including pleadings, correspondence and trial briefs.

*Summer 2002      Summer Associate, Jones & Manta, Philadelphia, PA*  
Assisted two partners with worker's compensation matters. Reviewed and summarized depositions. Maintained calendar of hearings and court dates. Conducted legal research.

*2000-2001      Assistant Manager, Charter Club, Valley Forge, PA*  
Supervised staff of eight employees. Handled nightly closing procedure including nightly deposits of daily receipts. Trained new employees. Managed store in manager's absence.

*1998-99      Research Assistant, Department of Sociology, La Salle University*  
Assisted professors with research project on employment discrimination. Conducted a survey of graduates on sexual discrimination in the workplace.

## **Other Experience**

*2002-2003      Student Member, Conduct Review Board, WUSL*  
Elected by student body to review reported student infractions. Investigated complaints. Conducted fact-finding hearings. Issued recommendations.

*2002-2003      Section Representative, Student Bar Association*  
Advised section of upcoming events. Coordinated the "Big Buddy" project to match first-year students with second and third-year mentors. Over 70 students were teamed with volunteers in the first year.

**Language**      Fluent written and spoken Spanish