

EDGAR G. SÁNCHEZ

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PROFESSIONAL SUMMARY

Motivated college graduate adept at working in professional business environments. Driven to maintain ethical standards while providing top-notch assistance.

SKILLS

- Fluent in both English and Spanish
- Advanced word processing
- Conflict resolution
- Writing and editing
- Computer-savvy
- Efficient multitasker
- Court policies and programs
- Strong research skills
- In-depth criminal law knowledge
- MS Office
- Proficient in STAC and LINDAS

WORK HISTORY

Investigative Intern

Office of the Public Defender, 8th Judicial Circuit – Gainesville, FL

08/2013 – 12/2013

- Assisted a team of 10+ attorneys in criminal, civil, and juvenile law.
- Developed a working relationship with courts, clients, and attorneys.
- Conducted preliminary jail interviews with clients prior to court dates and met with them to update them on case progress.
- Managed accounts and records of clients with the highest levels of confidentiality and discretion.
- Assisted attorneys in collecting information such as employment, medical, and other records.
- Transcribed legal documents and phone conversations.

Undergraduate Teaching Assistant

University of Florida – Gainesville, FL

08/2013 – 12/2013

- Served as teaching assistant to a university professor for an undergraduate 3000-level Developmental Psychology course.
- Responsible for reading 250+ papers/semester, grading assignments, and serving as a mediator between the professor and students.

Self-Employed Tutor

University of Florida and Santa Fe Community College – Gainesville, FL

01/2011-12/2013

- Served as Spanish tutor for multiple college students enrolled in 2000-, 3000- and 4000-level foreign language courses.
- Successfully improved both student participation in the classroom and overall performance in the course.
- Aided in significantly improving students' average exam scores

EDUCATION

Bachelor of Science & Bachelor of Arts: Psychology (BS) & Sociology (BA)

University of Florida – Gainesville, FL

12/2013

- Successfully completed major coursework in both Psychology and Sociology, with a minor in Criminology.
- Graduated Cum Laude with an overall 3.53 GPA.
- Member of Psi Chi International Honor Society and Delta Epsilon Iota Academic Honor Society