**KRISTINIA A. ANDERSON, J.D.**

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**EDUCATION**

**STETSON UNIVERSITY COLLEGE OF LAW,** Tampa, FL

*LL.M. in Trial Advocacy Candidate* ***Expected:*** May 2018 ***Cumulative GPA*:** 4.0

**TEXAS A&M UNIVERSITY SCHOOL OF LAW,** Fort Worth, TX

*Juris Doctorate* May 2016

**Specialty Certificate Concentration:** *Alternative Dispute Resolution*

**Journal:** *Southern Law Journal of Policy and Justice*, Circulation Editor

**Honors:** *Order of Barristers*

*Board of Advocates: Preeminent Advocate Distinguishment*

**Activities:**

* State Bar of Texas Pro Bono College – 2015 & 2016
* Black Law Student Association - Advocacy Chair 2015-2016
* Texas Young Lawyers Association Diversity Scholarship Recipient – Fall 2015
* J.L. Turner Legal Association Scholar- October 2015
* Texas A&M School of Law Student Ambassador, 2015-2016
* Southern Law Journal of Policy and Justice - Circulation Editor, 2014-2015
* BLSA- Mock Trial Team, 2014-2015 – 2nd Place Regional Competition & National Qualifiers
* Black Law Student Association- Secretary 2014-2015
* Rocky Mountain Region BLSA - Director of Corporate Relations , 2014-2015
* Christian Legal Society- Vice President, 2014-2015
* TAMU Law ADR Committee- Board Member, 2014-2015
* TAMU Law Pro Bono Study Abroad Scholar: Costa Rica, Summer 2014
* Research Assistant - Criminal Law, Spring 2014 - Present
* L. Clifford Davis Legal Association Scholar , September 2013 & September 2015
* TAMU Law Diversity Scholar, August 2013

**TEXAS A&M UNIVERISTY,** College Station, TX

*B.A., Philosophy* December 2011

**Honors:** *Phi Sigma Tau Philosophy Honor Society*, *Deans Honor Roll* (Semester GPA 3.75 and Above), *Distinguished Student Honor Roll* (Semester GPA 3.5 and Above)

**Study Abroad:** *France Germany, Belgium & Luxemburg*

**EXPERIENCE**

**The Dove Firm PLLC** Arlington, Texas

*Legal Assistant, January 2017 - Present*

* Composed and revised legal documents for attorneys, including letters, dispositions, and court filings.
* Answered direct attorney phone lines and acted as liaison between clients and attorneys.
* Ensured legal documents were processed and handled in a timely and efficient manner in order to comply with appropriate regulations and deadlines.
* Filed all documents through a web database for all office clients.

**The General Counsel Forum** Dallas, Texas

*Event Coordinator, August 2016 – December 2016*

* Plan, manage and oversee organizational events, programs, and conferences.
* Prepare correspondence to members, on an as neededbasis.
* Act as a resource on administrative processes and information and serve as one point of contact for Forum members.
* Create legal biographies of numerous General Counsel Attorneys to be published within event and conference programs

**Parker Straus LLP** Fort Worth, Texas

*Law Clerk, March 2016 – August 2016*

* Research and analyze complex legal issues in civil and criminal appeals.
* Prepare affidavits of documents and maintain document files and case correspondence.
* Research and analyze legal sources to prepare drafts of briefs or arguments for review, approval, and use by attorney.
* Review and file pleadings, petitions and other documents relevant to court actions.

**Texas A&M University School of Law Library** Fort Worth, Texas

*Circulation Clerk, January 2014 – May 2016*

* Primarily responsible for circulating and shelving the library's print and media materials; answering patron questions; helping patrons to locate and use library resources and equipment; and maintaining the library's public areas.
* Other job duties include handling financial transactions and performing basic troubleshooting of equipment.

**Max M. Wayman and Associates, Inc.** Fort Worth, Texas

*Receptionist, July 2015- October 2015*

* Conducting legal research pertaining to tax related civil and criminal matters.
* Provide front-desk representation and administrative support to staff members across a fast-paced financial practice.
* Scheduling meetings and allocating the conference rooms accordingly.
* Develop executive-level correspondence and disseminate across the practice.
* Maintain inventory of office supplies, ensure all office equipment is properly maintained and verify that client files and information are being kept confidential at all time.

**The Dove Firm PLLC** Arlington, Texas

*Summer Legal Intern, June 2015-July 2015*

* Assist in all pro bono matters involving family law and contract litigation.
* Complete legal task such as drafting motions, e-filing documents with the courts, drafting proposed orders, continuously review and update of trial notebook, correspondence with court staff to schedule hearings, and correspondence with opposing counsel.
* Conduct client interviews.
* Complete other research related task such as review statutes and case law related to each case, and draft memos in relation to the case.

**Department of Defense- AAFES – Office of the General Counsel** Dallas, Texas

*Summer Legal Intern, June 2014- August 2014*

* Assist in the daily office task of three different branches of law including: Business, General and Employment Law.
* Attend Army and Air Force Legal Hearings.
* Research and Writing Memorandums on topics such as FOIA, ADA, IP as it pertains to the government and Anti-Money Laundering Statutes.

**Dallas County District Clerk Office, George L. Allen Sr. Courts Building** Dallas, Texas

*Deputy District Clerk, Family Courts Section, January 2012- June 2013*

* Receives, prepares, verifies and processes a variety of legal documents, instruments, records, bills, payments and receipts.
* Researches, locates, pulls and prepares a variety of court documents, records and other assigned data.
* Effectively answers routine case related inquiries and resolves basic customer service issues.

**The Zone Apartments, A Greystar Student Living Property** College Station, Texas

*Leasing Agent, June 2008-December 2011*

* Conducted apartment tours, answered questions and highlighted selling features and benefit of the property
* Processed and verified applications in a timely manner which increase the likelihood of successful rentals
* Collected application fees and deposits and kept accurate records of all financial transactions
* Coordinated move-ins and move-outs
* Assisted with office organization and maintained organized resident files

**SKILLS**

* Proficient in computer programs including Microsoft Office, Word Perfect, Lexis, Westlaw and Bloomberg

**COMMUNITY ACTIVITIES**

* Dallas Volunteer Attorney Program- Certification Clerk
* Council of Legal Opportunity Scholars-CLEO Fellow