

Ginan Acosta

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Education

Juris Doctor, *cum laude* | Florida A&M University College of Law – Orlando, FL – May 2020

- Class Rank: 24/124, Top 20%
- Dean's List: Fall 2017, Spring 2017, and Fall 2019

Bachelor of Science in Social Sciences | University of Central Florida – Orlando, FL

Experience

Learning Management System Support Supervisor | University of Central Florida

February 2013 – Present

- Schedule and calendar work hours using Microsoft Outlook for a team of eight employees
- Communicate with clients on the phone, through email, and in-person to schedule appointments and training workshops
- Schedule and conduct interviews to hire support staff
- Draft support team training documentation and Learning Management System user guides
- Draft email announcements to disseminate Learning Management System updates to University community
- Present training workshops to University community
- Consult with system administrators to decide which online course features to enable and support
- Work independently and manage time with minimal supervision

Legal Intern | Aventus Health

October 2019 – February 2020

- Draft legal memoranda on taxation and real property for supervising attorney.
- Conduct legal research using Westlaw and LexisNexis.
- Prioritize tasks to meet deadlines.

Organizations

Treasurer | Real Property, Probate, and Trust Law (RPPTL) Society

Treasurer | Minorities for Medical Marijuana (M4MM)

- Collect and manage dues
- Work with president to budget and plan events
- Submit applications for event funding
- Attend leadership meetings

Skills

- E-Filing
- Type 75+ WPM
- Westlaw and LexisNexis
- Microsoft Office (Word, Excel, Outlook, Teams)
- Adobe Acrobat
- Videoconferencing (Skype for Business, Zoom)