

GINAN ACOSTA

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EDUCATION

Juris Doctor | Florida A&M University College of Law
Expected May 2020

Bachelor of Science in Social Sciences | University of Central Florida
August 2012

EXPERIENCE

Technical Support Supervisor | University of Central Florida's Center for Distributed Learning

February 2013 – present

- Supervise a team of 8 part-time support assistants.
- Schedule employee work hours and meetings.
- Provide customer service and technical support to students, faculty, and staff through phone and email.
- Develop online training content.

SKILLS

- Microsoft Office
- Adobe Acrobat
- Typing speed of 65 WPM
- WordPress
- Westlaw
- LexisNexis
- English (fluent): Arabic
(conversational): Spanish (beginner)
- Excellent written and oral communication skills
- Teamwork

RELEVANT COURSEWORK

- Interviewing, Counseling, and Negotiation
- Trusts & Fiduciary Administration
- Florida Practice
- Business Organizations
- Professional Responsibility
- Secured Transactions

ORGANIZATIONS

Real Property, Probate and Trust Law Society (RPPTL)

Treasurer

March 2018 – present