

# Ginan Acosta

ginanacostalaw@gmail.com

407-308-2020

Casselberry, FL



## PROFILE

I am an evening student at Florida A&M University College of Law in Orlando, FL. I am pursuing a career change and will graduate with my Juris Doctor in May 2020. My interests lie in real estate, trust, and probate law.



## EDUCATION

### **Juris Doctor | Florida A&M University College of Law**

EXPECTED MAY 2020

Relevant Coursework

- Florida Practice
- Trusts & Fiduciary Administration
- Interviewing, Counseling, and Negotiation
- Legal Research & Writing
- Professional Responsibility
- Business Organizations

### **Bachelor of Science in Social Sciences | University of Central Florida**

AUGUST 2012



## EXPERIENCE

### **Technical Support Supervisor | Center for Distributed Learning at the University of Central Florida**

FEBRUARY 2013 – PRESENT

- Train and manage a team of 8 part-time technical support providers, including hiring, scheduling, managing timesheets, and conducting performance appraisals.
- Provide second-tier customer service and technical support to students, faculty, and staff through phone and email.
- Develop online training content for team members and UCF faculty, staff, and students.



## SKILLS

- Microsoft Office
- Typing Speed of 65 WPM
- WordPress
- Westlaw
- LexisNexis
- English (native): Arabic (conversational): Spanish (beginner)
- Excellent written and oral communication
- Leadership
- Teamwork



## ORGANIZATIONS

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

MARCH 2018 – PRESENT