

Ginan Acosta

720 Benedict Way, Casselberry, FL 32707 | (407) 779-0404 | ginan1.acosta@famu.edu

Education

Candidate for Juris Doctor | Florida A&M University College of Law – Orlando, FL

Expected May 2020

GPA: 3.24

Dean's List: Fall 2017 and Spring 2017

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

Experience

Legal Intern | Aventus Health

October 2019 – Present

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

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

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 70+ WPM
- Microsoft Office (Outlook, Word, Excel)

- Adobe Acrobat