

Ginan Acosta

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Education

Candidate for Juris Doctor | Florida A&M University College of Law

May 2020

GPA: 3.24

Dean's List: Fall 2017 and Spring 2017

Bachelor of Science in Social Science | University of Central Florida

Experience

Legal Intern | Aventus Health

October 2019 – Present

- Draft legal memoranda 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 over the phone and email to schedule appointments and training workshops
- Conduct interviews and hire employees
- Draft email announcements to disseminate Learning Management System updates to university community
- Present training workshops to university community
- Consult with the 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