

GINAN ACOSTA

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EDUCATION

J.D. | Florida A&M University College of Law

EXPECTED MAY 2020

GPA: 3.35

B.S. 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 Suite
- Adobe Acrobat
- Typing speed of 65 WPM
- WordPress
- Westlaw
- English (fluent): Arabic (conversational); Spanish (beginner)
- Excellent written and oral communication skills
- LexisNexis



RELEVANT COURSEWORK

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



LEADERSHIP

Treasurer of the FAMU Law chapter of the Real Property, Probate and Trust Law (RPPTL) Section of the Florida Bar.