

Ginan Acosta

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Education

Candidate for Juris Doctor, May 2020 | Florida A&M University College of Law

GPA: 3.24

Dean's List: Fall 2017 and Spring 2017

Relevant Coursework:

- Sales (Article 2 of the U.C.C.)
- Interviewing, Counseling, and Negotiation
- Trial Practice
- Business Organizations
- Administrative Law
- Mediation
- Florida Constitutional Law

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

Experience

Legal Intern | Aventus Health – Orlando, FL
October 2019 – Present

- Draft legal memoranda for supervising attorney
- Conduct legal research using Westlaw and LexisNexis

Technical Support Supervisor | University of Central Florida – Orlando, FL

February 2013 – Present

- Write and develop online training content
- Draft email announcements regarding Learning Management System updates to faculty and staff
- Speak to faculty and staff over the phone to set up appointments and training workshops
- Delegate duties to a team of 8 support providers
- Collaborate with the Learning Management System Administrators to decide which course features to enable and support
- Schedule work hours for a team of 8 support providers

Organizations

Treasurer | Real Property, Probate and Trust Law Society (RPPTL)
March 2018 – Present

Skills

- Microsoft Office (Word, Outlook, OneNote, Excel, PowerPoint)
- Type 70+ WPM
- Adobe Acrobat