

# Ginan Acosta

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## **Education**

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

Expected: May 2020

Rank: Top 20%

Dean's List: Fall 2017, Spring 2017, and Fall 2019

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