

PROFILE

Analytical, adaptable Economics graduate with experience in legal operations, client service, and team-based leadership. Naturally curious and systems-driven, with a strong interest in product strategy, operations, and client advisory roles in tech-forward companies. Quick learner, resourceful communicator, and motivated to build meaningful long-term impact.

RELEVANT EXPERIENCE

Lewis Rice LLC, St. Louis, MO — Legal Intern

July 2023 – August 2023, June 2024 – August 2024

- Supported litigation teams by preparing mediation packets and summarizing deposition transcripts
- Indexed insurance claims into searchable databases to support internal legal workflows
- Praised for initiative, critical thinking, and independent execution of detailed projects

Saint Louis Country Club, Ladue, MO — Club Waiter

May 2023 – August 2023

- Delivered high-touch service in a fast-paced hospitality environment
- Leveraged upselling and client rapport to increase table revenue
- Maintained professionalism and efficiency in a client-first setting

Kanakuk Summer Camps, Branson, MO — Camp Counselor

May 2022 – August 2022

- Mentored youth and led team activities in a high-energy, high-responsibility setting

Ace Hardware, Kirkwood, MO — Sales Associate

June 2020 – September 2020

- Advised customers on product selection; built early skills in interpersonal communication and practical problem solving
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EDUCATION

Baylor University, Waco, TX

Bachelor of Arts in Economics, Minor in Business Administration

August 2021 – May 2025 | GPA: 3.2

- Completed advanced coursework in economics, statistics, and business strategy
 - Active in diverse student groups: Pre-Law Society, Student-Movement Ministries, Men's Club Lacrosse, Wakeboarding, Trap and Skeet Teams
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SKILLS & TOOLS

Microsoft Excel • Workflow Optimization • Legal Research • Client Relations • Cross-functional Communication
• Strategic Thinking • Basic Python

REFERENCES

Scott Cunningham — Professor of Economics, Baylor University • (254) 537-2239

Allyson Frank — HR Manager, Lewis Rice LLC • (314) 444-7824