

Wesley Kao

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Experience

Docketing Specialist, *Jenner & Block LLP*, Chicago, IL

June 2023 - Present

- Perform daily filings in both state and federal courts via PACER and court websites for a team of over 500 attorneys
- Docket calendar events and deadlines for 1000s of cases using JuraLaw and CompuLaw
- Conduct comprehensive court research to assist attorneys with filing rules and case outlines using Bloomberg Law, Lexis, and the Courthouse News Portal
- Serve subpoenas and act as the middleman between process servers and attorneys to ensure proper service of court documents
- Deliver presentations on docketing information and filing guidelines to new associate attorneys to facilitate an understanding and adherence to legal procedures
- Develop and implement a comprehensive training program for new and current employees covering state and federal court filing practices

Law Clerk, *Law Offices of Kathleen Zellner & Associates*, Chicago, IL

Jan 2022 - Sept 2022

- Reviewed and analyzed briefs, abstracts, pleas, motions, and other relevant materials for over 20 wrongful conviction cases
- Worked closely alongside attorneys at the firm to seek justice for clients wrongfully convicted in several high profile cases
- Communicated with prisons and other firms through letters, setting legal calls, and other forms of correspondence on a daily basis

Additional

Mock Trial Attorney/Witness, *Collegiate Mock Trial*, Wheaton College

Sept 2019 - Dec 2022

- Competed in 26 collegiate level tournaments as an attorney and witness on a highly competitive team ranked 39th in the country
- Gained legal knowledge of legal strategy through analyzation of a variety of case briefs, depositions, and case law in addition to learning the Rules of Evidence
- Combined argumentation, oral communication, and problem-solving skills in an academically rigorous extracurricular competition

Pitcher, *Wheaton College Baseball*, NCAA Division III

Sept 2019 - May 2022

- Balanced schoolwork and remained on the dean's list while having practice and games 6 days a week, with upwards of 40 hours/week commitment during the season
- Utilized leadership skills on the mound and self-discipline on and off the field

Education

Bachelor of Arts in Political Science, Minor in Communication

Wheaton College, Wheaton, IL

Skills

- Proficient in Microsoft Office, Stata, PACER, Odyssey, Lexis, Bloomberg, Courthouse News Service, JuraLaw, CompuLaw, Docketbird, NAPPS
- Conversational in Mandarin Chinese