

James Brandt

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WORK EXPERIENCE

Jones Jones LLC

July 2019 – July 2021

Legal Quality Analyst

New York City, NY

- Designed firm-wide projects that focused on process improvement and workplace efficiency.
- Created department-specific manuals and interfaces to expedite tasks and improve user experience by measuring client and employee metrics.
- Assisted in digitizing our firm of 100 employees during the COVID-19 Pandemic.

Northwest Center

Sept 2018 – Jun 2019

Corporate Receptionist

Seattle, WA

- Performed customer-facing clerical duties in Amazon's busiest, 37-floor HQ building.
- Main responsibilities included: phone answering, calendar management, email correspondence, new hire training, and supply runs.

ABC Legal

Mar 2018 – Sept 2018

Data Entry Supervisor

Seattle, WA

- Processed legal documents for service and filing nationwide.
- Main responsibilities: legal document analysis and processing, customer contact, new hire training, and supervisory duties.

EDUCATION

University of Minnesota – Twin Cities

Sept 2021 – Current

Bachelor's – User Experience Design, Psychology, Art

Minneapolis, MN

- Dean's First-Year Research and Creative Scholars Program (DFRACS)

Seattle Central

Sept 2018 – Jan 2019

Paralegal Certificate

Seattle, WA

Lawrence University

Sept 2014 – Jan 2018

Bachelor's – Philosophy/Biology

Appleton, WI

- Activities and Societies: Community Engagement Scholarship, Volunteer for the Committee on Diversity Affairs, Electronic Music Club

SKILLS & INTERESTS

- **Skills:** Microsoft Office Suite, Adobe Creative Suite, Google Docs, eBilling, Document Auditing, Calendar Management, Six Sigma.
- **Interests:** Design, Sustainability, Volunteerism, Running.