

Joshua L. Simon

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EDUCATION

Lehigh University, Bethlehem, PA

Bachelor of Science in Finance

Minor/Option/Thesis/Focus: Pre-Law

Related Coursework: Introduction to Law, Introduction to Finance, Corporate Finance, Business Analytics, Business Information Systems, Real Estate Law, Business Law

Graduation: May 2024

GPA: 3.31

RELATED EXPERIENCE

Legal Intern

July 2022 – Dec 2022

Law Office of Phillips and Millman LLP, Stony Point, NY

- Shadowed Jeff Millman and Frank Phillips on criminal defense, personal injury, and landlord/tenant cases
- Attended court to communicate and learn from judges and other attorneys
- Strengthened knowledge of proper legal proceedings and how a case is built

Summer Legal Intern

May 2022 – August 2023

Rockland County District Attorney's Office, Clarkstown, NY

- Shadowed and assisted ADA Mark Butler and Eder Hasanaj on criminal prosecution cases
- Organized and utilized Prosecution Database, Spreadsheets, and Calendars
- Developed professional understanding of legal proceedings by observing judges and other ADAs

ADDITIONAL EXPERIENCE

President | Alpha Epsilon Pi

May 2022 – May 2023

Lehigh University, Bethlehem, PA

- Managed operations of 50-member chapter, including 6-person Executive Board and 8-person Board of directors
- Acted as liaison between chapter members, University, and National Headquarters
- Hosted and Facilitated chapter-wide meetings

Group Leader

June 2021 – August 2021

Camp Ramaquois, Pomona, NY

- Cared for and led group of 20 kids alongside two junior counselors following the COVID 19 pandemic
- Awarded Above and Beyond Award for exceptional leadership, mentorship, and exceptional work ethic

LEADERSHIP or PROFESSIONAL ORGANIZATION

UCOD Student Representative | University Committee on Discipline, Lehigh University May 2023 – Present

- Sat on multiple panels for student conduct cases related to academic violations and criminal charges
- Worked with faculty and staff to decide sanctions in response to student infractions

Treasurer

| Pre-Law Society, Lehigh University

May 2022 – May 2022

- Managed the funds of the Pre-Law Society to make purchases for networking events and meetings
- Held position on the executive board to schedule and make important decisions for the organization

TECHNICAL SKILLS or LANGUAGE PROFICIENCY

Computer skills: Microsoft Excel, Microsoft Office, Adobe Premiere Pro