Joshua L. Simon

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**EDUCATION**

Lehigh University, Bethlehem, PA Graduation: May 2024

**Bachelor of Science in Finance** GPA: 3.31

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

**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