

# Kaitlyn Chalker

2091 Kilbirnie Court, Kennesaw, GA 30152

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## EDUCATION

**Washington and Lee University – Lexington, VA** Class of 2024  
Bachelor of Arts, Major in History with minors in Law, Justice, and Society, Digital Culture and Information 3.98 GPA

## WORK EXPERIENCE

**Domestic Violence TPO Project - Volunteer Intern** Summer 2023  
*Cobb County Legal Aid* Kennesaw, GA

- Completed intake screenings for potential pro bono clients seeking Temporary Protective Orders
- Accompanied and assisted attorneys at TPO hearings in court

**Legal Assistant - Intern** Summer 2022  
*Councill, Gunnemann, and Chally LLC* Atlanta, GA

- Participated in legal research to assist attorneys in finding relevant case precedents
- Organized and analyzed documents produced in discovery

**Tennis Instructor** 2019-Summer 2022  
*Laurel Park Tennis Center* Marietta, GA

- Tennis tournament desk director in charge of managing tennis tournaments
- Tennis coach for children and adults

**Legal Assistant - Intern** Summer 2021  
*Chalker and Chalker P.C. Attorneys at Law* Kennesaw, GA

- Opened files for new title orders sent to the firm
- Greeted clients for closings and answered all phone calls from clients

**Volunteer** 2021  
*Sterling Estates of West Cobb* Marietta, GA

- Led a project to independently create holiday cards for over 350 elderly residents

**Volunteer** 2018-2021  
*AG Rhodes* Marietta, GA

- Assisted a non-profit nursing home in medical records and activities departments

## EXTRACURRICULAR ACTIVITIES

**Women's Varsity Tennis Team** 2020-Present  
*Washington and Lee University*

- Ranked #9 in 2021 Division III Women's National Tennis Team Rankings
- 2021, 2022, and 2023 Old Dominion Athletic Conference champions
- Named captain for 2023-2024 season

**Leadership Education and Development Program** 2020-2022  
*Washington and Lee University*

- Participated in multiple workshops to foster my leadership development
- Completed at least twenty hours of volunteer work annually

**First Year Experience Class Co-Facilitator** 2021, 2022, 2023  
*Washington and Lee University*

- 1 of 16 students chosen to co-facilitate first-year class alongside a faculty member

- Honor's Thesis in History Candidate** 2023-Present  
*Washington and Lee University*
- Writing an honor's thesis in History that examines how racial anxieties in Georgia's history have affected the evolution of its justice system and have led to a disproportionate number of Black Georgians being incarcerated
- Social Research and Discussion Group Fellow** 2023-Present  
*Washington and Lee University*
- 1 of 12 students chosen to be a fellow in a research group that discusses books relating to social justice issues
- Earth Action Leader for Women's Tennis Team** 2022-Present  
*Washington and Lee University*
- Planned sustainability events for the women's tennis team to promote environmentally friendly practices within the team
- Gender Action Group** 2022-Present  
*Washington and Lee University*
- General member of club dedicated to expanding awareness of problems and discrimination women face

## AWARDS AND HONORS

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- Member of Phi Beta Kappa National Honor Society** 2023-Present  
*Washington and Lee University*
- The Washington Family Descendants Scholarship Award** 2023  
*Washington and Lee University*
- The Elizabeth B. Garrett Scholarship in History** 2023  
*Washington and Lee University*
- President's List Student** 2021, 2022, 2023  
*Washington and Lee University*
- ITA Scholar Athlete** 2021, 2022, 2023  
*Intercollegiate Tennis Association*
- Named to ODAC All-Academic Team** 2021, 2022, 2023  
*Old Dominion Athletic Conference*
- Member of Phi Eta Sigma National Honor Society** 2021-Present  
*Washington and Lee University*
- W&L Scholar Athlete** 2021, 2022, 2023  
*Washington and Lee University*

## SKILLS

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Computer Skills: Microsoft Office, Adobe, Clio, Westlaw, HTML, CSS, and JS (Elementary)  
Language Skills: Spanish (Conversational)