





Meena Zoks

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Education

Bachelor of Science in Computer Science
Northwestern University
McCormick School of Engineering

Sept 2021 - June 2025

Experience

Rotbert Business Law
Law Clerk

Rockville, MD
June 2020 - Aug 2022

- Drafted motions, responses to motions, requests for discovery, and demand letters
- Attended pre-trial hearings and prepared exhibits to be submitted to the court before the hearing
- Handled day to day contact with clients regarding information they needed to provide, in addition to providing them with the status of their case
- Performed legal research to find public records and case law pertaining to active cases

Activities

Nobel Explorer
Mentor

Rockville, MD
June 2020 - Aug 2020

- Taught children basic website development skills using Wordpress and facilitated group projects
- Developed effective collaboration and leadership skills working and teaching with others over Zoom
- Determined the effectiveness of activities and improved them after receiving feedback from children and discussing with other mentors

UNICEF, Wootton High School Chapter
Vice President

Rockville, MD
Aug 2019 - May 2021

- Participated in community outreach programs to advocate for the health and safety of children through various UNICEF programs
- Developed effective leadership skills by planning and presenting programs to large groups of people

Awards and Achievements

- Academy of Information Technology Certificate of Distinction, National Academy Foundation
- Governor's Merit Scholastic Award, State of Maryland
- Excellence in Molecular Biology Award, Wootton High School
- Certificate of Meritorious Service, Montgomery County
- AP Scholar with Distinction, College Board

Skills

- Programming Languages: Java, C, C++, Racket
- Wordpress, MATLAB, Minitab
- Effective collaboration via video conferencing
- Communication and leadership skills