

SHERI B. PAN

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EDUCATION

- Harvard Law School**, J.D. Candidate, 2016 Cambridge, MA
- Activities: *Harvard Journal of Law & Technology*, Production Editor, Line Editor, Digest Contributor
Harvard Prison Legal Assistance Project, Student Attorney, Case Supervisor
Harvard Civil Rights-Civil Liberties Law Review, Subciter
- Columbia University**, B.A. in Political Science, 2011 New York, NY
- Honors: *cum laude*
George William Curtis Prize in Oration
Columbia Alumni Association of Southern California Scholarship
 - Activities: *Columbia Daily Spectator*, Editorial Page Editor

EXPERIENCE

- Google Inc.** Mountain View, CA
Legal Assistant, Custodian of Records 2012 – 2013
- Analyzed subpoenas requesting user data under the Electronic Communications Privacy Act.
 - Communicated with attorneys about discovery compliance, negotiated scopes of production, and drafted stipulations for court submission.
 - Led projects to revise and improve language used in external communications to attorneys and users.
 - Provided suggestions to corporate counsel on improving Google's data disclosure policy for deceased users.
 - Awarded three bonus awards from managers and peers for initiative and teamwork. Received the highest performance score in the history of employees in the same role.
- Sanford Heisler, LLP** San Francisco, CA • New York, NY
Senior Legal Assistant 2011 – 2012
Intern 2009 – 2010
- Provided litigation support on employment discrimination and wage and hour lawsuits.
 - Drafted and edited legal briefs, declarations, and letters to opposing counsel.
 - Communicated daily with clients, including interviewing witnesses for declarations and providing case updates.
 - Prepped attorneys for depositions. Synthesized documents and drafted deposition outlines.
 - Analyzed large volumes of technical data, including payroll data, timestamp data, and SQL scripts.
- Legal Aid Foundation of Los Angeles** Los Angeles, CA
Intern Summer 2009
- Assisted low-income pro per litigants with eviction, small claims, restraining order, and dissolution cases.
 - Interviewed clients, brainstormed defenses, and drafted pleadings for filing.
- American Civil Liberties Union of Southern California** Los Angeles, CA
Intake Volunteer Summer 2008
- Spoke with potential clients and summarized legal situations for attorney review.

COMMUNITY INVOLVEMENT

- San Francisco Bar Association, Legal Advice and Referral Clinic** 2011 – 2013
Intake Volunteer
- New Door Ventures** 2012 – 2013
Math Tutor for at-risk youth

INTERESTS

- Interests include programming, running races, dancing ballet, and working with children.
- Personal photography portfolio available at <http://www.sheribpan.com>.