

# PRE-LAW STUDENT

415 South Street, MB xxxx  
Waltham, MA 02454

508-xxx-xxxx  
law@brandeis.edu

## Education

**Brandeis University**, Waltham, MA

B.A. in Politics and Psychology

May 2008

Program in Legal Studies

Honors: Dean's List

Relevant Courses: Administrative Law, Constitutional Law, Topics in Law and Political Theory, Legal Foundations of American Capitalism, Power and Violence

## Skills

- Proficient in Spanish
- Certified as EMT by State of Massachusetts
- CPR certified

## Experience

Hiatt Career Center, Brandeis University MA

Sep 2006-Present

Hiatt Advisor

- Organizing workshops for large groups of university undergraduates
- Promoting events to different groups on campus
- Reviewing and edited student resumes
- Providing information and guidance regarding work opportunities for undergraduates

Greater Boston Legal Services, Boston MA

Jan 2008-Present

Legal Intern

- Advocate for clients who are losing their housing
- Fundraise for indigent clients through phonecalls, emails, letters, and faxes
- Research housing laws and case law to aid in specific cases
- Draft continuances, motions, affidavits, and other legal documents

Law Offices of Robert Brady, East Providence RI

Jun 2007-Aug 2007

Summer Intern

- Researched RI laws and statutes and applied them to cases represented by Attny. Robert Brady
- Studied client files and organized materials for Requests for Production and Medical Affidavits
- Created arbitration binders to be used in court-annexed arbitration

Rhode Island Superior Court, Providence RI

Sep 2004-Dec 2004

Law Clerk for Judge Judith Savage

- Drafted letters and briefs based on personal legal research for actual cases
- Researched a variety of legal areas including probate law, liability, state drug and alcohol statutes which were presented in brief form
- Observed a variety of cases both in the court room and in the judge's chambers

Representative Patrick Kennedy, Pawtucket RI

Sep 2004-Dec 2004

Intern

- Tended to constituent concerns and ideas
- Represented a public figure to constituents and politicians
- Scheduled events, meeting, and trips for the Congressman

## Activities

Brandeis Emergency Medical Corp, Brandeis University MA

Sep 2006-Present

EMT-basic

- Licensed by the State of Massachusetts to administer emergency medical care

Undergraduate Department Representative, Brandeis University MA

Nov 2006-Present

Politics Department Representative

- Provide a link between politics department faculty and students
- Develop programs of interest and provide departmental information for politics majors