

Sample Resume - JD Joint

Camille Law

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PROFESSIONAL SUMMARY

- Experience with federal, state, and local organizations through legal framework.
- Successful relationship-builder with team building experience and self-guided confidence.
- Knowledge of public budgeting, governance, and basic data analysis.
- Self-motivated professional with extensive analytical experience and implementation skills.
- Effective communicator with strong oral, written, and presentation skills.

EDUCATION

Maxwell School of Citizenship and Public Affairs, Syracuse University

MPA Candidate, May 2016

Honors: Deloitte Case Study Challenge Semi-Finalist, Fall 2014 & 2015
Relevant Coursework: Policy Implementation, Public Organization and Management, Statistics, Public Budgeting, Quantitative Analysis, U.S. and Mexico Relations.
Academic Papers: An Assessment of the Implementation of START-UP NY: An Evaluation of Buffalo and Syracuse; An Evaluation of the Second Chance Program: Decreasing Recidivism Rates of Medium and High-Risk Offenders

Syracuse University College of Law

JD Candidate, May 2016

Honors: Dean's List; Moot Court Honor Society, Kaplan Representative, Orange Law Scholarship, Clements Internship Award
Relevant Coursework: Legislation & Policy, Administrative Law, International Law, and Contracts.

Georgia Southern University

BA, Cum Laude, History and Philosophy, May 2012

EXPERIENCE

Veterans Legal Clinic

Student Attorney

Syracuse, NY

August 2015 – December 2015

- Managing multiple veteran clients independently in navigating their Department of Veteran Affairs appeals and assisting them with upgrading their discharge statuses, ratings, and disability claims and benefits.
- Communicating with clients regularly to develop case strategy to suit their independent needs.
- Researching federal and military law as well as condensing dense military records, health records, and service related documents.
- Interacting with multiple federal government agencies and applying statutory law through Administrative Law and the Administrative Procedures Act.

Georgia Public Defender Council, Appellate Division

Summer Intern

Atlanta, GA

May 2015 – July 2015

- Managed client communications with clients in prison and conducted family interviews.
- Strategized with senior staff attorneys in round table case discussions.
- Summarized complicated trial transcripts, drafted case description forms, and researched legal issues with applicable case law.
- Argued an Amended Motion for New Trial regarding a merger issue in Catoosa County under the Georgia Third Year Practice Act.

Onondaga County Attorney's Office
Extern

Syracuse, NY
August 2014 – April 2015

- Developed creative solutions to implement new policy initiatives mandated by the State regarding attorney representation.
- Conducted research and developed legal strategy memorandums regarding:
 - Employment and gender discrimination, Freedom of Information Law, defamation, workers compensation claims, jurisdiction of town and village ordinances and justices, and jury verdicts.
 - Worked with senior attorneys in filing legal memorandums, prepared affidavits.
 - Demonstrated teamwork by assisting other externs with projects.

U.S. Magistrate Judge David E. Peebles, Northern District of New York
Intern

Syracuse, NY
May 2014 – August 2014

- Prepared reports and recommendations on matters including: Habeas Corpus petitions, Religious Land Use and Institutionalized Persons Act, First and Eighth Amendment issues, evidentiary issues, discovery, Statute of Limitations, American Disability Act, and Title VII sexual discrimination claims.
- Drafted official bench memos on topics such as Rule 30(a), leave of court, discovery, and notice.
- Operated under strict time restraints and proficiency requirements to submit time sensitive items.

Genesis Elevator Company
Assistant Office Administrator

Kennesaw, GA
December 2012 – June 2013

- Communicated client concerns to management and service technicians.
- Implemented new policy procedures and trained staff on new policies.
- Organized service technician payroll, overnight accommodations, and schedules.
- Trained in office administration via projects with filing, IT, payroll, and minor accounting.
- Gained knowledge with Salesforce, Quickbooks, and Excel.

Office of Congressman John Lewis
Congressional Intern

Washington, D.C.
September 2010 – December 2010

- Attended congressional meetings on the behalf of Legislative Assistants.
- Drafted and edited legislation and key remarks for Legislative Assistants.
- Responded to constituent mail and phone calls and recorded information into Oracle database.

INTERESTS

Technical: STATA, SPSS, R, Microsoft Office

Languages: Conversational in Spanish, Conversational French