

Resume Samples

Part 2

BENJAMIN R. CLERK

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EDUCATION

MITCHELL HAMLINE SCHOOL OF LAW, Saint Paul, MN

Juris Doctor expected, May 2016

GPA: 3.03 Class Rank: 50 / 220 (Top 22.7%)

- CALI Award of Excellence (top grade in course): Contracts
- Regional Negotiation Competition
- Student Bar Association Board of Governors (Section Representative, Treasurer)

LUTHER COLLEGE, Decorah, IA

Bachelor of Arts in Psychology, May 2012

- Dean's List: Spring 2011 & 2012
- Soccer: All-Conference Honors
- Study Abroad: University of Madrid (International Business and Culture)

LEGAL EXPERIENCE

DELGADO, EMERSON & FOLEY PLLP, Saint Paul, MN

Law Clerk, June 2015 – Present

Research and draft memoranda on various legal issues, including corporate defenses to trade secret infringement claims, liability of corporate offices to patent infringement claims, and several bankruptcy issues. Participated in due diligence and document preparation for two corporate mergers. Prepared documents and managed exhibit preparation and use during jury trial on major employment discrimination claim.

INSURANCE COMPANY, Inc., Minneapolis, MN

Law Clerk, June 2014 – May 2015

Performed legal research and analysis for corporate counsel. Memoranda addressed such issues as corporate document retention policies, post-employment restrictive covenants, and insurance risk assessments. Updated various 50-state statute surveys covering insurance industry regulations.

THOMSON WEST PUBLISHING, Eagan, MN

Westlaw Student Representative, March – September 2014

Assisted students with Westlaw by answering questions and guiding them towards efficient and effective research strategies. Attended comprehensive product training programs. Promoted Westlaw products and features through skills certification and incentive programs.

PROFESSIONAL EXPERIENCE

RAPID PRINTING, Milwaukee, WI

Account Manager, May 2012 – August 2013

Managed client base that produced over \$500,000 in annual revenue. Acquired, as new business, the company's fifth largest account. Increased revenue from largest inherited account by 93%, to 16.9% of total company revenue.

COMMUNITY INVOLVEMENT

Soccer and Wrestling Coach, St. Paul Middle School, Saint Paul, MN.

Volunteer, Habitat for Humanity, Minneapolis, MN.

AMANDA EVENING

445 Burger Trail • Lakeville, MN 55044 • 952-200-0000 • amanda.evening@mitchellhamline.edu

EDUCATION

Mitchell Hamline School of Law, St. Paul, MN

Juris Doctor expected, January 2017

GPA: 3.10 (second year) 2.98 (cumulative) Rank: 32/58

Honors: CALI award for top grade in Criminal Procedure; William E. McGee National Civil Rights Moot Court

Activities: Secretary, Environmental Law Society; Study Abroad in London, Summer 2015 (International Criminal Codes, European Union Structure)

Augsburg College, Minneapolis, MN

Bachelor of Arts, *cum laude*, May 2012

GPA: 3.637

Double Major: Legal Studies & Criminal Justice Double Minor: Spanish & Sociology

Honors: Dean's List, five semesters

Activities: Treasurer (2011) & Secretary (2010) of Alma Latina, SOS (Students Orienting Students) Leader

LEGAL EXPERIENCE

Office of the Ramsey County Attorney, St. Paul, MN

October 2015-Present

Senior Law Clerk. Represent Ramsey County in juvenile court offenses ranging from petty misdemeanor to felony offenses in the detention, initial, traffic, and disposition calendars. Research Minnesota Statutes regarding offenses, checked for prior offenses, reviewing Probation Officer's reports, read psychological reports, and spoke with probation officers. Negotiate with defense attorneys and petty juvenile offenders when necessary. Prepare and serve as first chair for traffic trials. Assist staff attorneys with legal research.

Mitchell Hamline School of Law, St. Paul, MN

September 2016-Present

Certified Student Attorney. Legal Assistance to Minnesota Prisoners Clinic. Represent five Minnesota prisoners in civil legal matters. Manage all aspects of these cases, including determination of case theory and court appearances. Research legal issues including, habeas corpus, ex post facto law, transfer of care-giving rights, child custody, prisoner visitation, , and sex offender treatment fees;. Draft complaints, summons, petition for writ of habeas corpus, memoranda of law, correspondence to clients, letters to commissioner of corrections, and interoffice memoranda as needed for these cases.

Minnesota Fair Housing Center, St. Paul, MN

September 2014-January 2015

Volunteer Law Clerk. Advised clients on their rights as tenants under Minnesota and local laws and regulations. Recommended future actions and referred clients to other agencies, as needed.

Anderson, Benson & Carlson, LLC, St. Paul, MN

June 2013-August 2014

Paralegal. Interacted with clients and attorneys. Prepared documents. Drafted correspondence for clients, courts, and opposing counsel. Maintained client files.

Hennepin County Juvenile Probation, Minneapolis, MN

January-May 2012

Neighborhood Probation Officer Intern. Worked with clients and families in the Hawthorn community. Held juveniles accountable to Court Orders. Attended court hearings. Prepared progress reports and assessments. Interacted with community agencies.

PERSONAL INTERESTS

Fluent in Spanish, Conversational French, Traveled extensively in South America in 2012-2013

ANN S. JUNIOR

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EDUCATION

Mitchell Hamline School of Law, Saint Paul, MN

Juris Doctor expected, May 2017

GPA: 3.05, Rank: 80/220 (Top 36.4%)

Honors: Public Interest Law Fellowship, Equal Justice Works Summer Corps Award

Activities: Rosalie E. Wahl Moot Court (Competition Team); Minnesota State Bar Association (member)

University of Iowa, Iowa City, IA

Bachelor of Arts in Political Science, December 2012

GPA: 3.89

Honors: Dean's List (every semester), Wilder Scholarship, General Products Scholarship

Activities: Debate team, volunteered as debate judge at local high school competitions

LEGAL EXPERIENCE

Minnesota Criminal Law Forum, Saint Paul, MN

Legal Intern, Summer 2015: Researched insanity defense statutes nationwide, the historical foundations of the defense, and the corresponding policy position released by the Minnesota County Attorneys Association. Drafted a response memo, sample statutory language, statutory language comparison documents, advocacy letters, and training materials. Observed the insanity hearing of George Doe in Duluth. Organized a task force of lawyers, psychiatrists, legislators, and family members in order to propose legislation changing Minnesota's current insanity defense standard.

Volunteer Lawyers Network, Minneapolis, MN

Volunteer Law Clerk, January – May 2015: Provided information to men concerning their parental rights and directed them to legal and social service resources within the community.

OTHER EXPERIENCE

General Products Corporation, Des Moines, IA

Regulatory Analyst, February 2013 – July 2014: Researched various federal regulations, including Good Manufacturing Practices and Electronic Records and Signatures. Drafted over 50 standard operating procedures and training materials to ensure plant regulatory compliance. Developed and established compliance processes for computer systems and test equipment. Trained employees from six other GPC locations. Led multiple departments in the implementation of compliance initiatives, including documentation and testing. Designed and created web-based training and recertification programs for over 700 employees.

Minneapolis Institute of Arts, Minneapolis, MN

Customer Service Representative, Summer 2011: Oversaw the operation of the staff café, including set-up and organization. Performed minor accounting duties.

PERSONAL INTERESTS

Volunteer activities (currently volunteering with Habitat for Humanity, Know Your Rights Program and the Street Law Program). Currently learning Arabic.

JAMES L. SENIOR

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St. Paul, MN 55105
(651) 224-1234
James.senior@mitchellhamline.edu

EDUCATION

Mitchell Hamline School of Law, St. Paul, MN

Juris Doctor expected (May 2016)

GPA: 3.32 Class Rank: 26/254 (Top 16.89%)

Honors: *Mitchell Hamline Law Review*, Volume 32 Assistant Editor; Dean's List (Spring 2014); Merit-Based Academic Scholarship

Activities: Student Intellectual Property Law Association

Texas State University, Midlands, TX

Bachelor of Science, *summa cum laude*, Business Administration (May 2013)

GPA: 3.9

Honors: Academic Service Scholarship; Dean's List (all semesters)

Activities: Intramural Soccer; Jazz Band

LEGAL EXPERIENCE

Anderson, Barnes & Carlson, Minneapolis, MN (January 2015 to Present)

Law Clerk. Independently researched and drafted responses to motions for summary judgment in two cases involving the Minnesota Human Rights Act and the Minnesota Whistleblower Act. Researched and drafted memoranda on several employment issues, including Title VII, the Family and Medical Leave Act, employment termination issues and procedures and record retention.

William Mitchell College of Law, St. Paul, MN (June to December 2014)

Research Assistant to Professor William Johnson. Researched recent changes in employment case law and statutes in 20 states and drafted updates for inclusion in Prof. Johnson's book, *Johnson on Employment Law* (3d ed.), scheduled for publication in 2016. Edited and checked citations on other sections of the book.

HOME Line, Minneapolis, MN (January to June 2014)

Tenant Hotline Volunteer. Researched Minnesota landlord/tenant issues, interviewed clients, and advised as many as 10 clients per day about their rights under Minnesota law.

EXPERIENCE

Musicology Corporation, New Hope, MN (May to August 2013)

Marketing and Retail Distribution Assistant. Executed daily promotional requests between field marketing representatives and over 40 independent record labels. Created and maintained a national marketing database of over 30 colleges to aid local, regional, and national street marketing campaigns.

Woods National Golf Club, Chaska, MN (June 2009 to September 2012)

Locker Room Attendant. Coordinated and performed locker room duties including food/drink service and shoe cleaning/repair. Provided individualized service to more than 150 of the world's best professional golfers throughout the 2012 PGA Championship.

PERSONAL INTERESTS

Playing jazz guitar and bass

JORDAN A. TECHNICAL

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EDUCATION

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MITCHELL HAMLINE SCHOOL OF LAW, St. Paul, MN
Juris Doctor expected, May 2016

UNIVERSITY OF MICHIGAN, Ann Arbor, MI
Master of Science in Electrical Engineering, 2003

UNIVERSITY OF WISCONSIN, Madison, WI
Bachelor of Electrical and Electronics Engineering, 2000

LEGAL EXPERIENCE

IP BOUTIQUE, PLLC, Minneapolis, MN

Law Clerk, 9/2015-Present

- Conduct inventor interviews and draft patent applications and appeal briefs related to six electrical and mechanical devices.
- Analyze and draft over six amendment and response documents to USPTO office actions.
- Research complex electrical circuits and devices to respond to USPTO rejections.
- Research trademark issues.

LARGE FIRM, LLC, Minneapolis, MN, 10/2013 – 8/2014

Summer Associate (5/2014 – 8/2014)

- Conducted inventor interviews, drafted two electrical and mechanical patent applications.
- Analyzed and drafted responses to three USPTO office actions.
- Prepared portions of two patent appeal briefs related to electrical devices.
- Researched copyright issues.

Law Clerk (10/2013 – 5/2014)

- Analyzed filed patents and prior art cited by USPTO for senior attorneys.
- Prepared responses to USPTO office actions.
- Drafted major portions of two electrical and mechanical patent applications.

ENGINEERING EXPERIENCE

LARGE CORP (FORMERLY AGCM), Ann Arbor, MI, 5/2005 – 8/2012

Senior Consultant, Broadband Networks – Design & Engineering (11/2010 – 8/2012)

- Designed and evaluated broadband/optical networks for telecommunication companies.
- Authored network design and analysis reports on telecommunication networks.
- Represented Large Corps and clients at American National Standards Institute (ANSI) T1X1.5 and International Telecommunications Union (ITU-T) Study Group (SG-15) meetings on Optical Networking Standards at Geneva, Switzerland.
- Designed an optical transport network for a major energy company in North America.
- Led design team on a Request for Proposal (RFP) development project for Optical Cross-connect deployment in major telephone companies' fiber optic network in New York City.

JORDAN A. TECHNICAL

ENGINEERING EXPERIENCE (continued)

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LARGE CORP (FORMERLY AGCM), Ann Arbor, MI (continued)

Senior System Analyst, Software Systems (3/2010 – 10/2010)

- Performed interoperability testing between Synchronous Optical Network (SONET), Dense Wavelength Division Multiplexers (DWDM) equipment and AGCM's Network Management Administration (NMA) software.

Lead Engineer, Transport & Operations Technologies (8/2007 – 2/2010)

- Supervised engineering team conducting product evaluations on optical networking products. A key project involved testing integrity and security of a complex fiber optic network owned by global bank based in New York City.

Member of Technical Staff, Professional Services (1/2004 – 07/2007)

- Performed protocol and environmental testing of optical networking products.
- Authored detailed technical audit/analysis reports.
- Developed test plans and procedure documents for optical networking equipment from suppliers such as ADC, Alcatel, Ciena, Cisco, Fujitsu, Lucent and Nortel.
- Conducted experimental research on Large Corps Multi-wavelength Optical Network (MONET) 10 Gb/s test-bed and studied dispersion compensation in optical fibers.

UNIVERSITY OF MICHIGAN, DEPARTMENT OF ELECTRICAL ENGINEERING, Ann Arbor, MI (1/2002-5/2003)

Graduate Research Assistant

- Performed research on Erbium doped Optical Fiber Amplifiers (EDFAs). Constructed, tested and analyzed a 980nm pumped EDFA.

PROFESSIONAL HONORS & AWARDS

- Served as Technical Chair for "Network Protocols & Architecture Session" at National Fiber Optics Engineering Conference (NFOEC) (9/2012)
- Elected as Senior Member of Institute of Electrical & Electronics Engineers (1/2010)
- Award recipient at Large Corp for leadership skills and consistent demonstration of insight into developing technologies (10/2007)

PUBLICATIONS/DISSERTATION

- "All Optical Networking in the Metro-Yeah or Nay?" – NFOEC (9/2012)
- "True Interoperability in DWDM Networks" – NFOEC (9/2009)
- "Design & Optimization of Er³⁺ doped Fiber Amplifiers" – M.S. thesis dissertation

PROFESSIONAL AFFILIATIONS

- American Bar Association, American Intellectual Property Law Association, Minnesota Intellectual Property Law Association
- Institute of Electrical & Electronics Engineers (Senior Member), Lasers & Electro-Optics Society

PERSONAL INTERESTS

Back-country hiking and golf