

# Sample Resumes

# Andrea J. Paulson

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## EDUCATION

### **Mitchell Hamline School of Law**, St. Paul, MN

Juris Doctor expected, May 2017

GPA: 3.4/4.0; Class Rank: 50/200 (Top 25%)

Honors: Jessup Moot Court Wilfred E. Rumble Memorial Scholarship (Full Tuition)

Activities: Black Law Student Association, Vice President; Future Learning in Law (FILL), Teacher's Assistant; Multicultural Affairs Student Advisory Board

### **DePaul University**, Chicago, IL

Bachelor of Arts, *magna cum laude*, June 2012

Major: Sociology; Minor: Business Administration

Honors: DePaul University Dean's List (10 Quarters), Athletic Director's Honor Roll, Big East Academic All-Star Team, Arthur Ashe Award

Activities: DePaul University Gospel Choir, Volunteer Coordinator; Student Leadership Institute, Mentor; Division Track and Field Team, Scholarship Recipient/Team Captain; Study Abroad in Amsterdam, Winter 2011

## LEGAL EXPERIENCE

### **Committee for Public Counsel Services**, Dedham, MA (June 2015 – August 2015)

*Legal Intern for Public Defenders in Superior Court Office, Certified Student Attorney*

- Conducted legal research and wrote memoranda on issues involving bail revocations, motions to withdraw, motions to suppress, and other pretrial motions pending in District and Superior Court.
- Represented clients in arraignments, bail arguments, and bail reviews in District and Superior Court.
- Assisted attorneys with all aspects of motion hearings and trial preparation.

### **Legal Rights Center**, Minneapolis, MN (September 2014 – April 2015)

*Legal Intern for Public Defender, Certified Student Attorney*

- Conducted research, drafted pretrial motions, and assisted in trial preparation for cases in criminal and juvenile law.
- Represented clients with supervising attorney in review hearings and pretrial hearings in Criminal and Juvenile Court.
- Participated in initial client counseling sessions and case investigations.

### **Anoka County District Court**, Anoka, MN (May 2014 – July 2014)

*Judicial Intern for the Honorable Sharon L. Hall*

- Observed court proceedings in the areas of civil, criminal, and family law.
- Performed legal research, writing, and citation checking for civil and family law cases.
- Summarized Judge Hall's published and unpublished appellate cases.

### **Street Law**, St. Paul, MN (January 2014 – April 2014)

*Educator*

- Implemented weekly lesson plans for a class of high school students.
- Incorporated pertinent legal theories during classroom discussions.
- Administered mock trials with a final mock trial.

## COMMUNITY INVOLVEMENT

Heartland Alliance Marjorie Kovler Center (2012), Imani Ambassador Teams' South African Mission Trip (2015)

# **BARRY BUSINESS**

369 Bottom Line Way ♦ Blaine, MN 55448 ♦ (763) 793-1359 ♦ barrybusiness@mitchellhamline.edu

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## **EDUCATION**

**Mitchell Hamline School of Law**, St. Paul, MN

Juris Doctor expected, May 2017

Law and Business Certificate, expected May 2017

Honors: CALI Award for highest grade in Property Law

Activities: Business Law Student Association (Treasurer, 2015-2016)

**Carleton College**, Northfield, MN

Bachelor of Science, *magna cum laude*, May 2012

Major: Business Management

## **LEGAL EXPERIENCE**

**HOME Line**, Minneapolis, MN

*Volunteer* (June 2015 – Present)

- Advise low-income and culturally diverse tenants on their rights with respect to contractual obligations to landlords.
- Receive formal instruction in Minnesota landlord/tenant law.

## **BUSINESS EXPERIENCE**

**Piper Jaffray & Co.**, Minneapolis, MN

*Assistant Trader* (September 2012 – 2014)

- Executed trades on the New York Stock Exchange for institutional clients, at times in excess of \$5 million.
- Worked closely with a team of eight principal traders on the trading desk.
- Bid for stock and offered stock for sale in order to generate additional order flow for the firm and ensure minimal capital losses.
- Made quick, on-the-spot decisions regarding the purchase or sale of client stock.

**Wells Fargo Bank**, Minneapolis, MN

*Teller/Closer* (January – September 2012)

- Supervised and trained new tellers.
- Calculated and verified balances for the main vault at closing.
- Cashed checks, provided customer service and ran detailed customer background checks.
- Generated daily financial and inventory reports.

## **COMMUNITY SERVICE**

**Regions Hospital Emergency Room**, Volunteer, St. Paul, MN (2005 – 2008)

**South High School**, Math Tutor, Minneapolis, MN (2006 – 2008)

## **JOE GREEN**

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(612) 722-3456 ~ joe.green@mitchellhamline.edu

### **EDUCATION**

#### **MITCHELL HAMLINE SCHOOL OF LAW**, St. Paul, MN

Juris Doctor expected, May 2017

**Activities:** Business Law Society (2015), Minnesota Justice Foundation Volunteer (2015)

#### **UNIVERSITY OF MINNESOTA**, Minneapolis, MN

Bachelor of Arts, Business and Finance, May 2014

**Honors:** Harry L. Bloom Management Scholarship (2012-2014)

**Activities:** Finance Club (President, 2013-2014); Student Government Association (2011-2014)

### **EXPERIENCE**

#### **QUIZNOS SUBS**, Long Lake, MN

Assistant Shift Manager, September 2010 – July 2013

- Supervised 5-10 in-store and delivery employees on eight-hour shifts.
- Managed store finances by balancing and closing out registers at the end of the day.
- Ordered supplies and maintained a detailed count of inventories.
- Hired and trained new employees.

#### **UNIVERSITY OF MINNESOTA**, Minneapolis, MN

Resident Assistant, September 2012 – June 2013

- Counseled a floor of 50 residents with roommate conflicts and other interpersonal difficulties.
- Confronted students in violation of university policies and tactfully discussed rules and responsibilities.
- Planned and presented educational and social programs.
- Advised the residence hall student government association.
- Wrote weekly floor status reports for supervisor and detailed damage and room condition reports.

#### **GREEN THUMB LAWN SERVICE**, Golden Valley, MN

Grounds Manager, Summers 2007 – 2012

- Supervised up to 10 employees in maintaining the grounds of large estate properties.
- Discussed lawn care options and recommendations with clients and modified services to meet special requests.
- Increased client base by 20% in the three years.
- Received the Twin City Business Association's highest rating for customer service for three consecutive years.

### **INTERESTS**

Marathon runner, karate, and tournament chess.

## Public Interest Polly

5555 Community Circle, Apt 304 ▪ St. Paul, MN 55102 ▪ (651) 222-8899 ▪ public.polly@mitchellhamline.edu

### EDUCATION

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#### **Mitchell Hamline School of Law, St. Paul, MN**

*Juris Doctor expected, May 2017*

**Honors & Activities:** Client Counseling Competition, *Volunteer Client* (2015); Received an “A” in legal writing class (2015).

#### **University of Arizona, Tucson, AZ**

*Bachelor of Arts in Architecture, cum laude, May 2009*

**Honors & Activities:** Women in Architecture, *Founder and President* (2008-2009); Architecture Student Council, *President* (2008-2009); Omicron Delta Kappa National Leadership Honorary, *Member* (2008-2009).

### LEGAL EXPERIENCE

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#### **Robin, Thompson, & Doyle, P.A., Wayzata, MN**

*Law Clerk, May 2015 to present*

Researched and drafted memoranda on legal issues, including private foundation laws and bankruptcy issues. Drafted demand for judicial determination of vehicle forfeiture. Compiled deposition books, drafted attorney correspondence, and analyzed evidence in an abuse case.

#### **Minnesota Senior Federation, St. Paul, MN**

*Legal Intern, May to August 2015*

Researched Social Security and retirement issues and updated materials. Developed an organizational tracking system for the Senior Federation’s twenty-five year history.

### RELEVANT WORK & LEADERSHIP EXPERIENCE

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#### **Ramsey County Family Service Center, Catholic Charities, Maplewood, MN**

*Volunteer and Outreach Coordinator, June to November 2013*

Recruited and managed over 50 community volunteers at a shelter for homeless families. Created and implemented volunteer training programs. Conducted interviews and hired staff.

#### **Dorothy Day Center, Catholic Charities, St. Paul, MN**

*AmeriCorp Volunteer / Direct Services Coordinator, August 2011 to June 2013*

Volunteered full-time for 1,000+ service hours at a homeless drop-in center, and promoted to Direct Services Coordinator. Managed a 12 member staff and provided over 700 free monthly services to homeless and low-income clients. Negotiated with landlords and social service providers on the clients behalf to attain financial assistance. Researched, wrote, and obtained a grant for \$36K in emergency financial assistance funds.

#### **Helsinki University of Technology, Helsinki, Finland**

*Fulbright Fellow, August 2010 to July 2011*

Awarded fellowship to research and study the educational and practical experiences of architecture students in Finland. Interviewed students, professors, and leading professionals.

### COMMUNITY INVOLVEMENT

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**Minnesota Fulbright Association** (Board Member and Treasurer), Minneapolis, MN, 2012 to present

**American Red Cross**, Disaster Relief Volunteer, St. Paul, MN, 2011 to present

## Chad B.A. Chemistry

6600 Scientific Way, Forest Lake, MN 55429 ~ 651-222-5555 ~ chad.chemistry@mitchellhamline.edu

### EDUCATION

#### **Mitchell Hamline School of Law**, St. Paul, MN

Juris Doctor expected, May 2017

*GPA*: 3.13    *Class Rank*: 22/123 (Top 17.9%)

*Activities*:    Student Intellectual Property Law Association, Member  
                  International Law Student Association, Treasurer  
                  Maintained full-time employment while attending law school

*Honors*:        Merit Scholarship

#### **University of Minnesota**, Minneapolis, MN

Bachelor of Arts, Chemistry, June 2007

*GPA*: 3.6

*Activities*:    Varsity Swimming Team (Captain)  
                  Oneida Tutoring Program  
                  Study Abroad in London, 2006

*Honors*:        Academic All-Midwest Conference  
                  Merit Scholarship

### PROFESSIONAL EXPERIENCE

#### **CIMA Labs Inc.**, Brooklyn Park, MN, 2009 – present

*Research Associate VI*

Manage chemical research and development projects at a major pharmaceutical company. Research analytical problems and develop solutions. Communicate project progress, issues, and recommendations to clients. Supervise and train chemists and associates. Write and execute validation and research protocols. Draft technical reports for drug product submissions to the U.S. Food and Drug Administration.

#### **University of Minnesota**, Minneapolis, MN, 2009

*Volunteer Researcher*

Researched and drafted a paper on biomedical micro-electro-mechanical systems and assisted principal investigator with biomedical engineering.

#### **Allied International Laboratories**, Minneapolis, MN, 2007 – 2009

*Research Chemist*

Researched and formulated personal care and OTC pharmaceutical products. Developed and validated testing methods for pharmaceutical products.

## **Edward IP Engineer**

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(651) 555-6600 ~ edward.engineer@mitchellhamline.edu

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### **EDUCATION**

#### **Mitchell Hamline School of Law, St. Paul, MN**

Juris Doctor expected, May 2018

*GPA: 3.06, Class Rank: 31/123, (Top 25.2%)*

#### *Awards and Activities:*

- Student Intellectual Property Law Association (SIPLA), Member.
- Working full time while attending school part-time.

#### **University of Kansas, Lawrence, KS**

Graduate coursework: Electrical Engineering (completed 18 credits), GPA: 3.42, 2008-2009

Bachelor of Science, Electrical Engineering, June 2007

#### *Activities:*

- Society of Physics Students, Member
- University of Kansas Marching Band

### **LEGAL EXPERIENCE**

#### **Exlar Corporation, Minneapolis, MN**

*Patent Drafting Intern, 2015 – Present*

- Drafted two patent applications with the assistance of an attorney.

### **PROFESSIONAL EXPERIENCE**

#### **Rosemount Inc., Rosemount, MN, 2009 – Present**

*Rosemount Global Technology Team Member, 2014 – Present*

- Appointed to the Inter-Divisional Management Team in recognition of technological leadership.
- Presented reports to the team detailing the new technologies impact on company business.
- Examined competitors' patent portfolios to determine market threats and opportunities.
- Disclosed 16 inventions, seven of which are being pursued for patents.

*Senior Engineer, 2012 – 2014*

- Promoted from Project to Senior Engineer in three years – the company average is six years.
- Served as the Lead Hardware Design Engineer in a new class of diagnostics products.
- Supervised the circuit design, implementation, assembly, testing, and manufacture of diagnostics.
- Directed the evaluation and development of electronic packaging requirements for multiple projects, including the implementation of passives, leadless and chip scale packages (CSPs).
- Designed four application specific integrated circuits (ASICs) and directed the packaging requirements for these components.

*Project Engineer, 2009 – 2012*

- Promoted from Design to Project Engineer in one year while the company average is three years.
- Designed printed circuit boards for new products, including micro-via printed circuit boards.
- Created pressure sensor to electronics interface, including two high resolution A/D ASICs.