

John Doe

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EDUCATION

Southern University Law Center, Baton Rouge, LA

Juris Doctor Candidate, May 2008

GPA: 0.000

- Member, Southern University Law Review
- Member, Thurgood Marshall Club of America
- Southern University Law Center Merit Scholarship Recipient

University of New Orleans, New Orleans, LA

Bachelor of Art in Art, May 2004

Major GPA: 0.0

- University of New Orleans Merit Scholarship Recipient
- Member, Association of John Doe

EXPERIENCE

May 2007 – present

Summer Associate- Big Law Firm, LLP, Houston, TX

- Attended client interviews and meetings with Corporate department
- Conducted due diligence and assisted with multi-million dollar asset divestiture
- Conducted research regarding new tax regime in Texas
- Conducted research regarding State employment taxes

May 2006 – May 2007

Law Clerk- Small Law Firm, Baton Rouge, LA

- Assist with client interviews and client meetings
- Conduct legal research of case law and statutory regulations
- Evaluate case law for efficiency and draft memoranda
- Provide clerical assistance for general practitioners
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Jan. 2004 - July 2005

Administrative Analyst- Doe Hotel, New Orleans, LA

- Reconciled monthly budgets and compiled financial reports
- Assistant to accountants, auditors, and vendors
- Maintained financial records and office correspondence
- Launched and monitored budgets and contractual agreements
- Evaluated contracts and price quotes for efficiency

Nov. 2002- Oct. 2003

Manager- Dillards, Metairie, LA

- Organized scheduling for associates of shipment team
- Devised daily strategies to maximize sales
- Supervised a team of 20 associates
- Motivated associates to reach daily sales goals

Oct. 2000 – Feb. 2003

Counselor- University of Doe

- Assisted in student recruitment and orientation
- Responsible for advertising and marketing upcoming events
- Conducted research to provide statistics for analysis
- Contributed to community-wide fund raising events

CERTIFICATIONS

Certified in Westlaw Advanced Research Skills
Certified in LexisNexis Advanced Research Skills

EXTRACURRICULAR

Mentor, Doe Elementary School, New Orleans, LA.