

# Curriculum Vitae

## PERSONAL

### Name

Candace Jones

### Address

789 Templeton Drive  
75019 Grapevine, Texas

### Phone number

555-123-4567

### Email

example@cvmaker.com

## EDUCATION

Jun 2017 - Jun 2021

### Bachelor of Arts - International Relations

Texas A&M University | uGPA: 3.95, College Station, Texas

### LSAT Score - 172 - May 2021

#### Awards:

- Summa Cum Laude Graduate - Top 5 percent of graduating class.
- Received entry to the Pre-Law/LSAT preparatory program (one of 30 students).
- Member of Texas A&M Debate team. (National Finalist 2019 and 2020).
- Women of Color Collective Law Student Association (WOCCLSA).

## PROFESSIONAL EXPERIENCE

Aug 2019 - Present

### Legal Clerk

*The Firm of Johnson & Stevens, Katy, Texas*

Was accepted as a Law Clerk at The Firm of Johnson & Stevens and served under their guidance for two years. Primary accomplishments included:

- Worked with Junior and Senior Attorneys and Para Legal members to conduct research, analyze depositions, drafting memorandum, and preparing legal filings - up to and including settlements and trials.
- Shadowed multiple attorneys during depositions, negotiations, and court proceedings.
- Served as a communications consultant for the firms non-profit organization.
- Volunteered to coach high school debate team - which was sponsored by the firm.

Sep 2017 - Present

### Content Creator

*Upwork - Freelancer, Dallas, Texas*

Served as a freelance copywriter through the Upwork.com platform. Worked fulltime throughout my college years, maintaining a 100 percent job success rating for three consecutive years. Key writing projects included:

- Website content for The Firm of Johnson & Stevens. Wrote all website content, optimized for search engines - including local SEO techniques. The success of this first position lead to my legal clerk job with the team.
- Public Relations - YMCA of Dallas. Wrote media releases for YMCA group of Dallas - to enhance the reputation of this amazing group within multiple communities in the Dallas/Ft Worth metro areas.
- LegalEagles4Hire.com. Created a series of blogs targeted to victims of automotive accidents. Targeted a series of five top searched long-tail geo-specific keywords - and ranked on the first page of Google for each.
- YMCA of Dallas. Created email marketing campaign for the YMCA Association of Dallas for their annual fund raising efforts. Elevated annual fund raising from private organizations by 320 percent year to date.
- Dallas Women's Shelter. Developed weekly newsletters which served as educational resources for women who participated with the group. These efforts helped to empower women struggling with drug and alcohol dependency.

## COMMUNITY INVOLVEMENT & SERVICE LEARNING

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Sep 2019 - Present	<b>Community Organizer</b> <i>Right2Breathe.org</i> <ul style="list-style-type: none"><li>• Volunteered to organize public educational activities for a non-profit organization (Right2Breathe.org).</li><li>• Provided fundraising efforts by contacting law firms, medical organizations, and compassionate business owners.</li><li>• Engaged with hundreds of Asthma and COPD patients and caregivers during public screening events (pre Covid-19 pandemic).</li><li>• Developed online content for Right2Breathe.org website &amp; social media posts.</li></ul>
Mar 2019 - Nov 2020	<b>Campaign Internship</b> <i>Daniel Johnson for Mayor</i> <ul style="list-style-type: none"><li>• Served as a campaign volunteer for Daniel Johnson's run for Mayor of Austin, Texas - 2020 General Election.</li><li>• Wrote speeches, blog posts, and media releases for the campaign.</li><li>• Met with voters during public roundtable and town hall events.</li><li>• Hosted and engaged business owners and community leaders during fundraising events.</li></ul>

## PERSONAL HOBBIES & ACTIVITIES

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1. Volunteer for Breast Cancer Awareness Month since 2016.
2. Public Speaking & Mentoring High School Speech and Debate Students.
3. Certified LPGA Scratch Golfer.
4. Frequent Political Columnist - Dallas Morning News.

## REFERENCES

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The Firm of Johnson & Stevens	<b>Daniel Johnson, Esq.</b> <i>On Request</i>
Texas A&M University	<b>Dr. Jacob Lawry</b> <i>On Request</i>
TCU Credit Union	<b>Tom Jones</b> <i>On Request</i>