Resume

PERSONAL DETAILS

Name
Candace Jones

Address
789 Templeton Drive
Grapevine, Texas, 75019

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(681) 204 7100

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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

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.

Sep 2017

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.

COMMUNITY INVOLVEMENT & SERVICE LEARNING

Sep 2019

Community Organizer

Right2Breathe.org

- Volunteered to organize public educational activities for a non-profit organization (Right2Breathe.org).
- Provided fundraising efforts by contacting law firms, medical organizations, and compassionate business owners.

REFERENCES

References available upon request