

Al Gvpt
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Current Address

10 Fraternity Row
College Park, MD 20740
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Permanent Address

111 Ark Drive
Cockeysville, MD 21030
410-514-1455

OBJECTIVE

A Paralegal position using research, writing, and organizational skills.

EDUCATION

Bachelor of Arts, Government and Politics, May 20XX

University of Maryland (UMD), College Park, MD Overall GPA: 3.68

Relevant Courses: Principles of Government and Politics, Law and Society, Political Philosophy, Comparative Constitutional Law, Urban Politics, State and Local Government, Legal Writing, British Politics, Immigration Politics, American Government, The European Union: Politics and Policy

- Academic honors all four years
- *Washington Scholar Fellow*, Summer 20XX
- *Study Abroad: Maryland-in-London*, UMD sponsored program, Spring 20XX

LAW RELATED EXPERIENCES

Legislative Analyst Intern (Summer 20XX - Winter 20XX)

Reserve Officers Association of the United States of America, Washington, DC

- Researched and wrote articles for *The Officer* magazine.
- Drafted written testimony for House and Senate Committees on Veterans Affairs.
- Analyzed the use of an operational Reserve Component and reported findings in a comprehensive written report that was utilized as evidence to begin a strategic planning process.

Legal Assistant (Summers 20XX - 20XX)

Law Offices of Clark & Steinhorn, LLC, Calverton, MD

- Gathered and analyzed research data, such as statutes, decisions, legal articles, and codes.
- Managed confidential documents, interviewed clients, and prepared mailings.

Intern (Fall 20XX - Spring 20XX)

Undergraduate Student Legal Aid Office, UMD, College Park, MD

- Interviewed new clients, managed individual cases, and maintained correspondence.
- Communicated with clients via phone and face-to-face to answer questions and provide direction.
- Attended bi-weekly intern staff classes and actively participated in discussion meetings.

Presiding Officer (Fall 20XX - Spring 20XX)

University Student Judiciary, UMD, College Park, MD

- Conducted student hearings before a panel for students in violation of university student code.
- Determined responsibility and assigned sanction if found responsible.
- Wrote reports of cases which were used in support of the appeal process.

POLITICS EXPERIENCES

Congressional Intern, *Nancy Pelosi (D-California)*, Washington, DC (June - August 20XX)

- Assisted in the coordination of over five Congressional Gold Medal Ceremonies.
- Hosted a training session for district office managers.
- Wrote response letters to constituents, organizations, and inquiring citizens.

Campaign Volunteer, *Barack Obama Campaign*, Washington, DC (January - November 20XX)

- Canvassed and operated a phone bank for the campaign office in Prince George's County.

Vice President, *Student Government Association*, UMD, College Park, MD (January - November 20XX)

SKILLS

Language: Spanish - Intermediate/ **Computer:** Microsoft Office applications, intermediate HTML