

**FIRSTNAME LASTNAME**

233 Olympia Lane

City, State, zip

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email@xxxx.com

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**Education**

**RUTGERS SCHOOL OF LAW, Camden, NJ**

Candidate for Juris Doctor Degree, May 2014

GPA: 3.x

*Highlights:* "A" in Legal Analysis, Writing & Research

*Activities:* Pro Bono Bankruptcy Project

Domestic Violence Project

Environmental Law Society

**RUTGERS UNIVERSITY, New Brunswick, NJ**

Bachelor of Arts in English Literature, *with honors*, May 2010

GPA: 3.x

*Honors:* Dean's List (4 semesters)

*Activities:* Cabaret Theater Company

Intramural Soccer

**UNIVERSITY OF OTAGO, Dunedin, New Zealand**

Study Abroad, Summer 2008

**Experience**

**ROSENBERG & CHASE, L.L.P., Westfield, NJ**

*Legal Assistant*, August 2010-August 2011

- Reviewed and summarized medical records, deposition testimony and interrogatories in medical products liability litigation
- Maintained and updated case file databases and trial and mediation calendars

**FLEMINGTON-RARITAN SCHOOL DISTRICT, Flemington, NJ**

*Substitute Teacher*, August 2009-August 2010

- Collaborated with other staff members to create learning opportunities
- Communicated assignments to students and provided instructions as necessary

**EAGLE MANAGEMENT, Clinton, NJ**

*Pool Manager*, Summers 2007 and 2008

- Supervised and trained group of 6 lifeguards
- Responded to concerns of community board and pool members

**CAMP WINNEWALD, Clinton, NJ**

*Camp Counselor*, Summer 2006

- Provided supervision, care and guidance to a group of 20 campers
- Organized activities and events for campers to participate in each day of summer camp

**Skills/Interests/Volunteer**

- Scuba diving, skiing, travel (recent trips include: Costa Rica, Italy & Egypt)
- American Red Cross - Blood Drive & Fundraising coordinator, 2008-present

**Languages**

Conversational Spanish