

FRED FUNCTIONAL

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OBJECTIVE: Position in a law office as legal, research, or administrative assistant

EDUCATION

University of Richmond, VA (May 2005)

Bachelor of Arts in Sociology

Law-related courses: Criminal Law, Legal Philosophy, Law and Society, Government and Law

RELEVANT EXPERIENCE

Research, Writing & Communication Skills

- Researched and wrote a manual for volunteer training at Richmond Alcohol & Drug Services
- Briefed numerous cases for criminal law course
- Chaired meetings concerning housing policy and finance for student residence hall
- Wrote program evaluations and annual reports as intern at Residential Treatment Facility

Management/Project Coordination

- Managed incoming accounts, coordinating successfully with both management and staff to increase production at large industrial laundry
- Supervised residents of 200-bed residence hall at University of Richmond: managed facility, developed social and educational programs, enforced university policy
- Organized volunteers for and assisted in coordination of formal fundraiser for Boys & Girls Clubs of Metro Richmond through the Volunteer Action Council

Legal Experience

- Co-facilitated drug diversion therapy group (an alternative to incarceration) as intern at Residential Treatment Facility
- Counseled clients at Residential Treatment Facility with drug-related criminal histories
- Currently serving third term as administrative committee representative for student housing council, adjudicated complaints against the organization
- Participated in mock trials and helped lead team to recognition at national competition

WORK HISTORY

Intern, Residential Treatment Facility, Richmond, VA (Fall 2003-Spring 2004)

Writer/Facilitator, Richmond Alcohol & Drug Services, Richmond, VA (Summer 2003)

Resident Assistant, University of Richmond, VA (Fall 2002-Spring 2003)

Student Manager, Boatwright Memorial Library, University of Richmond, VA (Fall 2001-Fall 2002)

Co-Manager, Acme Laundry, Chatham, MA (Summer 2001)

ACTIVITIES

University of Richmond Mock Trial Team (20001-2005)

Phi Alpha Delta Pre-Law Fraternity (2001-2005)

Volunteer Action Council (2001-2005)