

Jane Doe

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OBJECTIVE

Seeking an internship in a law firm that uses my educational background, communication skills, and organizational abilities.

EDUCATION

University of Louisville Bachelor of Science <i>Concentration- Political Science</i>	Louisville, KY Currently Attending GPA 3.8
Jefferson Community and Technical College Associate of Arts	Louisville, KY 05/2023

SKILLS & ABILITIES

- Possesses superior communication skills, including written, verbal, and presentation skills.
- Adept at conducting research and skilled in using library databases to locate law related journals.
- Well-organized and possesses a strong sense of accuracy even in high pressure situations.
- Skilled in relationship building and collaboration with others.
- Community engagement work demonstrates interest in public service.
- Demonstrated leadership experience through campus involvement.
- Proficient in using Microsoft Office

RELATED PROFESSIONAL EXPERIENCE

Representative John Yarmuth's Office <i>Intern</i>	Louisville, KY 08/2022 - 08/2023
<ul style="list-style-type: none">• Effectively managed and responded to a high volume of constituent correspondence through various communication channels, including mail and phone, ensuring timely and accurate resolution of inquiries and concerns.• Documented local constituents' concerns and reported them to supervisor.• Assisted supervisor in scheduling local events for office representatives to attend.• Research and collected news articles and conducted research for press projects.• Tracked legislation and researched issues for legislative assistants.	
Court Appointed Special Advocate Association (CASA) <i>Volunteer</i>	Louisville, KY 08/2021 - 08/2022
<ul style="list-style-type: none">• Strongly advocated for the rights and well-being of abused and neglected children throughout court proceedings, diligently presenting their cases and ensuring their voices were heard, while prioritizing their safety and best interests.• Built a relationship with designated children until they were placed in permanent homes after trial.• Document any concerns and present those to the judge hearing the case.	

ADDITIONAL WORK EXPERIENCE

UPS <i>Package Handler</i>	Louisville, KY 07/2020 - Present
<ul style="list-style-type: none">• Train new employees on procedures and operational guidelines while fostering positive work environment.• Organize packages into cannisters, pay close attention to detail, confirm all materials are moved into respective locations and are moved to the next step in the transportation process.• Foster the integrity of all tools, vehicles, and equipment by performing maintenance and ensuring proper and careful use.• Promote and adhere to organizational safety protocols, including local, state, and federal policies.• Display great organizational and time management skills through working third shift while attending college as a Metropolitan College Student.	