

Jane Doe

200 West Broadway, Louisville, KY, 40202 • 502-213-4520 • Janedoe2023@gmail.com • They/Them/Theirs
<https://www.linkedin.com/in/JaneDoe/>

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

Concentration- Political Science

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.

WORK EXPERIENCE

Representative John Yarmuth's Office

Intern

Louisville, KY

08/2022 - 08/2023

- 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)

Volunteer

Louisville, KY

08/2021 - 08/2022

- 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

Package Handler

Louisville, KY

07/2020 - Present

- 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.