

SUSAN H. STUDENT

640 S. Main Street • Chicago, IL 60611 • 312-555-5678 • sstudent@luc.edu

EDUCATION

Loyola University Chicago School of Law, Chicago, IL

Juris Doctor expected, May 2021

GPA: 3.39/4.0

- CALI Award for highest grade in Legal Writing I
- Latino Law Students Association, Member
- Business Law Society, Member

University of Illinois, Champaign-Urbana, Urbana, IL

Bachelor of Arts in English, May 2018

GPA: 3.57/4.0

- Dean's List (Fall 2015, Spring 2016)
- Illinois Debate Team, Member

EXPERIENCE

University of Illinois, Champaign-Urbana, Urbana, IL

Research Assistant to Professor Laura Smith, October 2016 – May 2017

- Conducted research on recent changes to the Illinois Code of Civil Procedure
- Conducted fifty-state survey on how new rules of Civil Procedure are being implemented
- Drafted a report on changes to the Illinois Code of Civil Procedure

Kent Associates/Paine Webber, Wilmette, IL

Administrative Assistant, March – August 2016

- Updated and organized over 350 client files
- Maintained client database and office computer system
- Conducted research on companies identified as potential clients

Ira's of Northbrook, Northbrook, IL

Manager, May 2013 – June 2012

- Managed office supply business and ensured quality and productivity
- Supervised and trained all staff
- Maintained inventory and accounting system

VOLUNTEER ACTIVITIES

Lakeview Food Pantry, Chicago, IL

Volunteer, March – July 2018

LANGUAGES

Conversant in Spanish

EDUCATION

Loyola University Chicago School of Law, Chicago, IL

Juris Doctor, anticipated May 2021

Certificate in Advocacy, anticipated May 2021

GPA: 3.25/4.0

- *Public Interest Law Reporter*, Staff Member
- Public Interest Law Society, Member
- Environmental Law Society, Member

The University of Michigan, Ann Arbor, MI

Bachelor of Arts, *cum laude*, in Journalism, May 2017

GPA: 3.76/4.0

- *The Michigan Daily*, Reporter
- Delta Gamma Fraternity, Vice President
- Study Aboard: Nottingham, England (Spring 2016)

EXPERIENCE

Michigan State's Attorney's Office, Sex Crimes Division, Lansing, MI

Legal Assistant, May 2017 – August 2017

- Researched new victims' rights statute
- Communicated extensively with all Michigan's State's Attorney's Offices regarding knowledge and use of the sex crimes statute
- Compiled information based on these communications and prepared reports
- Attended court hearings

VOLUNTEER WORK

Big Brothers/Big Sisters, Detroit, MI

Big Brother, June 2013 – March 2015

- Served as big brother to 10 year old boy for two years

LANGUAGES

Fluent in Italian and Spanish

EDUCATION

Loyola University Chicago School of Law, Chicago, IL

Juris Doctor, anticipated May 2020

Certificate in Child and Family Law, expected May 2020

- GPA: 3.54/4.0 Rank: Top 25%
- Child Law Fellow

Northwestern University, Evanston, IL

Master of Social Work, May 2016

University of Kentucky, Lexington, KY

Bachelor of Science in Social Work, May 2014

EXPERIENCE

U.S. District Court, Northern District of Illinois, Chicago, IL

Extern to the Honorable Virginia M. Kendall, January – May 2017

- Assisted law clerks in drafting opinions and orders for federal discrimination, and employment cases
- Researched case law and legal issues for use in determining outcome of summary judgment and dismissal motions

Kentucky State Government, Louisville, KY

Social Service Worker I, January 2013 – August 2014

- Served as legal guardian to children and young adults in the state foster care system
- Testified on behalf of Cabinet for Health and Family Services in adoption proceedings
- Prepared and submitted documents to family court including: affidavits, petitions, and bench warrants
- Advocated in court for placement decisions made on behalf of youth
- Communicated regularly with the youths' attorneys and managed a caseload of 17 youths
- Coordinated services for youth regarding mental and physical health, education, and family relationships
- Developed case plans to identify goals and objectives for various parties involved in each client's case
- Drafted quality assessment reports for each child biannually

Kentucky State Government, Shepherdsville, KY

Family Support Specialist I, May – December 2012

- Conducted food stamp application and recertification interviews to determine client eligibility
- Familiarized clients with employment opportunities, and referred clients to other assistance programs applicable to their specific needs

LANGUAGES

Conversant in Spanish

EDUCATION

Loyola University Chicago School of Law, Chicago, IL

Juris Doctor expected, May 2021

GPA: 3.45/4.0; Rank: 20/60

Honors: Dean's List, Spring 2017

Awards: CALI Award for Highest Grade in Torts and Contracts

University of Texas at Austin, Austin, TX

Bachelor of Science in Neuroscience, *magna cum laude*, May 2009

GPA: 3.90/4.0

EXPERIENCE

Chicago Department of Public Health, Chicago, IL

Communicable Disease Control Investigator, August 2015 – present

- Develop innovative STD/HIV prevention initiatives; respond to requests for proposals and obtain funding for the projects.
- Draft and deliver lectures to infectious disease physician teams at area health organizations including Northwestern Memorial Hospital, Cook County Hospital, Howard Brown Health Center, and the University of Illinois, School of Public Health.
- Perform investigations to locate, interview, and refer for treatment people infected with communicable diseases and HIV.

Youth Outreach Services, Inc., Chicago, IL

Promotions Coordinator, September 2004 – August 2014

Treatment Counselor, May 2000 – August 2004

- Wrote, designed, and produced promotional materials including quarterly newsletters, pamphlets, posters, and press releases for agency programs and special events.
- Counseled and managed the treatment for adolescent clients and their families.
- Served as liaison between clients' families and the Department of Children and Family Services.

Planned Parenthood of Georgia, Atlanta, GA

Counselor/Volunteer Coordinator, July 1999 – April 2000

- Recruited, trained, supervised, and evaluated team of ten volunteers.
- Wrote and delivered lectures to area schools and civic groups on preventative health care issues.

INTERESTS

Watercolor painting, playing soccer, and reading fiction

SUZIE STUDENT

12 Mattson Drive, Park Ridge, IL 60068 | suziestudent@gmail.com | 213-555-1289

BAR ADMISSION

State of Illinois (November, 2018)

EXPERIENCE

Vinson & Elkins, LLP, Chicago, IL

Associate, December 2018 - present

- Represent a national lender in the origination of over \$150 million in CMBS loans secured by retail, office, and multifamily properties in various states.
- Review of due diligence items, including entity formation documents, property management agreements, tenant estoppels, title commitments, and surveys;
- Communicate directly with borrower's counsel and the client.
- Drafted loan documents for a \$5 million loan secured by shares of a Illinois bank holding company

Circuit Court of Cook County, Chancery Division, Chicago, IL

Judicial Extern to the Honorable Thomas R. Allen, Feb 2018 – May 2018

- Drafted opinion on Motion to Dismiss complaint against police superintendent based on the Freedom of Information Act.
- Drafted memorandum on Motion for Application of Law and Summary Judgment based on a non-compete provision.
- Drafted memorandum on Motion for Summary Judgment based on the Freedom of Information Act, which was requested in order to go before the Illinois Torture Inquiry and Relief Commission.

Ulrich, Shellson & Carpenter LLP, Los Angeles, CA

Law Clerk, May 2017 – August 2017

- Drafted a Motion for Summary Judgment on behalf of defendant that allegedly engaged in a partnership by estoppel, breached a rental management contract, defrauded plaintiffs and committed elder abuse.
- Drafted an Opposition to Demurrer filed by defendant that allegedly used improper fracking procedures resulting in pollution of a California farmer's fresh water supply. Defendant's motion was overruled.
- Drafted an Opposition to Appellate Writ filed by defendant that allegedly caused environmental damage from an oil refinery explosion.

EDUCATION

Loyola University Chicago School of Law, Chicago, IL

Juris Doctor, May 2018

- CALI Award for highest grade in Appellate Advocacy
- *Loyola University Chicago Law Journal*

University of Southern California, Los Angeles, CA

Bachelor of Arts in Communication, May 2015