

Paula Pre - Law

13 FAU Boulevard Boca Raton, FL 33431
(561) 555-4242 • Paulaprelaw@fau.edu

EDUCATION

Bachelor of Arts in Political Science

Florida Atlantic University

Overall GPA: 3.7/4.0

August 20XX

Boca Raton, FL

Relevant Coursework

Issues in American Politics

Urban Politics

Political Parties and Interest Groups

Law and American Society

Media in Politics

Constitutional Law

Women and the Law

U.S. Presidency

Campaigns and Elections

PROFESSIONAL EXPERIENCE

Para Legal

The Law Offices of Owlsley P.A.

March 20XX – Present

Boca Raton, FL

- Assist attorneys on their pretrial matters as well as closing statements to ensure the best results during trials
- Sit in on testimonies and assist with note taking during trials to ensure the attorneys have all of the information needed in order to win the case
- File paperwork and case briefs in order to facilitate any ongoing legal trials
- Manage phone calls for the law firm, ensuring to answer any questions that the clients may have in regards to the firm's services

Law Intern

Gunster Florida Law Firm

May 20XX – August 20XX

Boca Raton, FL

- Conducted research in order to report litigation trends that may affect the outcomes of current trials
- Collaborated with the various lawyers in the office, ensuring that all cases were filed in the proper areas
- Attended briefings and tracked litigation in order to inform the lawyers of any changes in policies
- Reached out to clients to ensure that they were up to date on all payments to the firm

LEADERSHIP EXPERIENCE

President

Pre-Law Society

August 20XX – Present

Florida Atlantic University

- Plan meetings, events and invite guest speakers to Florida Atlantic University
- Recognize leadership skills in members and appoint them to higher positions based on their abilities

MEMBERSHIPS

Pi Delta Phi, Law Honors Society

November 20XX – Present



FAU CAREER CENTER

777 Glades Road, Boca Raton, FL 33431 | Student Support Services Bldg. SU-80, Suite 220
career@fau.edu | 561-297-3533 | fau.edu/career