

- Shared data coordination with other co-workers including the use of cue card holders while keeping digital timekeeping and scorecards up-to-date.

EDUCATION

University of Illinois Springfield, Illinois August 2015 – August 2020

Bachelor of Arts in Legal Studies with a minor in Political Science

- Graduated

Waukegan High School Waukegan, Illinois June 2015

- High School Graduate

SCHOOL INVOLVEMENT

- Black Student Union 2015- 2019 - Appointed President 2017 - 2019
- Student Advocacy Coalition 2017-2019 - Appointed President 2018-2019
- UIS Student Trustee Representative to the University of Illinois Board of Trustees, Elected 2018-2019
- Charter Member of Alpha Phi Chapter of Zeta Phi Beta Sorority, Inc. - 2015-2019
- University Bible Fellowship - 2016-2019

INTERNSHIPS

Prairie State Legal Services Waukegan, Illinois February 2021 – Present

- *Fair Housing Project Tester*

Lake County State's Attorney Waukegan, Illinois June 2021 – Present

- *Intern*
 - Expungement Division and Therapeutic Intensive Monitoring Division

Illinois Innocence Project Springfield, Illinois January 2019 - July 2019

- *Case Evaluator*
 - Conducted case research including reading trial transcripts, appeals, police reports, and lab reports.
 - Presented case research during a case evaluation meeting which includes staff attorneys, students, and volunteers.
 - Drafted legal correspondences

- Supported staff by filing, mailing correspondences, filing organization, answering the telephone or as task were given for completion

SKILLS

- Familiar with Microsoft Word™ and Excel™
- Customer Facing
- Problem-Solving
- Active-Listener
- Team Collaboration
- Detail Oriented
- Organizationally Efficient

CERTIFICATES, CERTIFICATIONS and AWARDS

Illinois WorkNet State of Illinois July 2021

- Received State of Illinois Certificate for Career Advancement

Employee Connections, Inc., NFP Waukegan, Illinois July 2021

- Social Media Etiquette Certificate
- Interpersonal Communication Certificate
- Conflict Resolution Certificate
- Diversity & Inclusion Certificate

REFERENCES

References are available upon requests.