

**LAW STUDENT**  
4507 Pine Street  
Spokane, Washington 99201  
(509) 555-5555  
lawstudent@lawschool.gonzaga.edu

## **EDUCATION**

### **Gonzaga University School of Law**

Spokane, Washington

*Candidate for J.D.*, May 2004

- CALI Award for Excellence in Legal Writing I
- Student Bar Association Class Representative

### **University of Houston**

Houston, Texas

*B.A. Political Science, cum laude*, May 2000

GPA: 3.4

- President's Scholar - Full Tuition Waiver for Academic Excellence
- President's Honor Roll - Six Semesters
- Intercollegiate Varsity Soccer - 1997-2000

## **EXPERIENCE**

### **Transco Energy Company**

Houston, Texas

*Records Supervisor*, Summer 2000

Managed production of over 30,000 documents in connection with pipeline acquisition. Supervised a three-person team responsible for accurately categorizing, cataloging, and copying documents. Assisted in-house and outside counsel and handled their information requests. Completed project in advance of deadline and under budget.

### **Cougar Student Volunteer Program**

Houston, Texas

*Student Coordinator*, 1997 - 2000

Directed student organization that matched volunteers with non-profit corporations. Facilitated matches between 500 students and 50 local groups.

### **Harold Jones & Associates**

Houston, Texas

*Property Manager*, 1995 - 1996

Resident manager of 5-unit apartment complex. Handled light maintenance, collected lease payments, and prepared and leased vacant apartments. Independently resolved tenant complaints.

## **INTERESTS**

Triathlons, Conversational Spanish, Mountain Climbing, Pottery