

Paul Policy

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HIGHLIGHTS

- Experienced in conducting legal research and writing concise, effective briefs
- In-depth academic exposure to the courts and the U.S. legal system
- Strong relationship builder, able to forge meaningful connections with clients and colleagues

EDUCATION

University of Maryland, Baltimore County (UMBC)

Baltimore, MD

BA, Political Science; Certificate in Administrative and Managerial Sciences May 20xx

GPA: 3.4/4.0

RELEVANT COURSEWORK

Political Law and Judicial Politics, Civil Rights, Judicial Process

HONORS/AWARDS

Dean's List

Fall 20xx, Spring 20xx

UMBC Scholarship

Fall 20xx - Present

Maryland Senatorial Scholarship

Fall 20xx - Present

RELATED EXPERIENCE

UMBC Student Government Association Legal Research Bureau

Baltimore, MD

Legal Intern

July 20xx-Present

- Listen to students' legal concerns and draw upon legal knowledge to answer their questions
- Meet with attorney and communicate with opposing parties
- Conduct thorough legal research using Lexis-Nexis and other electronic research tools

ADDITIONAL EXPERIENCE

King's Row Fireplace Shop

Columbia, MD

Assistant Manager

June 20xx-Sept. 20xx

- Closed sales and encouraged repeat business by asking questions to help customers select products that met their needs
- Supervised and trained a staff of seven sales associates, fostering positive relationships and loyalty through employee recognition programs and teambuilding exercises

SKILLS

Computer: SPSS, HTML, Microsoft Office (Word, PowerPoint, Excel), Lexis-Nexis

Language: Spanish (advanced conversational)

MEMBERSHIPS

UMBC Political Science Council of Majors

Sept. 20xx-Present

UMBC Phi Kappa Psi Fraternity

Sept. 20xx-Present

Treasurer

(Sept. 20xx-May 20xx)

UMBC Commuting Students Association

April 20xx-Present