**Will Truman**

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**Education**

Chestnut Hill College, Philadelphia, PA

*Bachelor of Science in Law & Legal Studies* May 20xx

Minor: Sociology

GPA: 3.7

*Related Coursework*: Juvenile Delinquency, Criminal Law, Criminology, Restorative Justice, Gender and the Law

**Related Experience**

**Keating Law Firm,** Philadelphia, PA

*Legal Intern* August 20xx - Present

* Perform legal research and draft 50+ client documents and letters.
* Prepare briefs, study multiple legal issues, and observe court proceedings.
* Write various legal documents and maintain accurate records for attorneys.
* Develop strategies and arguments for presenting cases.

*Legal Secretary* September 20xx - August 20xx

* Assist attorneys in collecting information such as employment, medical and other records.
* Conduct daily accounting on all finances, deposits and safe.
* Diligently edit legal correspondence for grammar and spelling.

**Montgomery County Youth Center,** Norristown, PA

*Youth and Family Advocate Intern* January 20xx - May 20xx

* Co-facilitated support group of 15-20 adolescents meeting weekly for 1 hour.
* Assessed and evaluated programming as part of 5 person team.
* Trained new staff members; including intake procedures, paperwork and programming.

**Skills**

Microsoft Office XP; Adobe Acrobat; Microsoft Outlook, Canvas, Conversant in written and spoken Spanish, CPR and First Aid Certified

**Volunteer Activity**

* SGA President of Senior class 20xx - Present
* Chestnut Hill College’s Food Pantry 20xx - Present
* Jenkintown Food Cupboard, Inc. 20xx - 20xx
* Founding member of CHC’s LGBTQlub 20xx
* SEARCH Retreat Leader 20xx