**Gloria Griffin**

gloria.griffin@gmail.com **·** (215) 555-1234

Current Address: 9601 Germantown Avenue Box 123 **·** Philadelphia, PA 19118

Permanent Address:100 Kostka Drive **·** Plymouth Meeting, PA 19426

**OBJECTIVE**

To obtain a full-time position as a legal assistant utilizing communication and organization skills

**EDUCATION**

**Chestnut Hill College,** Philadelphia, PA

*Bachelor of Arts, Political Science* May 2020

Minor: Spanish

GPA: 3.45

# School for International Training – Language, Community, and Social Change, Granada, Spain

*Study Abroad Participant* January 2019 – May 2019

**RELATED EXPERIENCE**

**John Jay, Attorney at Law,** Radnor, PA

*Legal Intern* May 2019 – August 2019

* Observed ongoing trials, arraignments, judicial hearings, and adult criminal hearings
* Took detailed notes to be used in case development and during meetings with the team of attorneys
* Filed court documents, researched case law, and managed office phone calls from clients
* Coordinated travel and helped attorneys prepare for trials at various locations in Pennsylvania

**Students Political Science Association (SPSA), Chestnut Hill College,** Philadelphia, PA

*President* September 2018 – September 2019

* Created meeting agendas and presided over organization meetings (15 members) on a bi-weekly basis
* Collaborated with the Political Science department to design programming events
* Discussed allocated club funds with campus administration

**LEADERSHIP EXPERIENCE**

**Chestnut Hill Activities Team (CHAT), Chestnut Hill College,** Philadelphia, PA

*Public Relations Officer* September 2018 – Present

* Manage all advertising through social media outlets, such as Twitter and Facebook
* Utilize Microsoft Publisher to create marketing materials to promote organization’s events

*Member* September 2016 – Present

* Serve on various committees, such as Fall Fest Planning Committee
* Attend weekly organization meetings

**Office of Admissions, Chestnut Hill College,** Philadelphia, PA

*Student Ambassador* September 2017– September 2018

* Provided tours of campus and promoted the college to prospective students, families, and guests

**VOLUNTEER EXPERIENCE**

*Volunteer*, **Campus Ministry, Chestnut Hill College,** Philadelphia, PA January 2017 – Present

**ADDITIONAL EXPERIENCE**

*Server*, **Bruno’s Restaurant,** Lafayette Hill, PA September 2017– Present

**SKILLS**

Computer: Microsoft Word, Excel, PowerPoint, Access, Publisher

Language: Proficient in Spanish