

Michelle Tiger

(555) 555-5555

Mtiger1@lsu.edu

linkedin.com/michelletiger

Education

Louisiana State University (LSU), Baton Rouge, LA

Bachelor of Arts, Sociology (3+3 Pre-Law Candidate)

Concentration: Criminology

Related Coursework: Legal Writing, Sociology of Law

May 20XX

GPA: 3.5

Experience

Intern

March 20XX – Present

Brookheimer & Associates P.A., Baton Rouge, LA

- Prepare affidavits of documents alongside staff and maintained files and case correspondence.
- Study legal documents to investigate information in cases to determine causes of action.
- Perform general office duties including answering phone calls, organizing medical insurance files, scanning documents, making copies, and mailing/delivering letters.

President

August 20XX – May 20XX

Phi Alpha Delta Law Fraternity, LSU, Baton Rouge, LA

- Organized and led bi-weekly meetings to ensure the society's needs are being met effectively
- Contacted local law students, lawyers, and government officials to give organization presentations on topics relating to law and leadership
- Coordinated two full-day community service programs per year for members
- Led and oversaw an executive board consisting of 5 members

National Center of Disaster Fraud Call Center Operator

August 20XX – January 20XX

Office of Investigators, Baton Rouge, LA

- Answered calls and assisted law enforcement as needed to prevent fraudulent activity
- Participated in disaster training to learn best practices and support clients when needed
- Collected information and leads regarding anti-terrorism, law enforcement, criminal justice, intelligence, and public safety nationwide

Freshmen Leadership Council

August 20XX – May 20XX

LSU Student Government, Baton Rouge, LA

- Gained an understanding of the organization and discovered ways to create positive impact on campus
- Collaborated with 15 freshmen council members to actively prepare for future leadership positions
- Participated in semester project that addressed student parking concerns and created a new initiative to alleviate concerns

Skills

Microsoft Word, PowerPoint, Excel, Outlook, LexisNexis

Honors

Dean's List, Taylor Opportunity Program Scholarship (TOPS), Tiger Excellence Scholarship

Involvement

National Society of Collegiate Scholars (NSCS), LSU Student Government, LSU Sociology Society, Mock Trials, Habitat for Humanity, Friends of the Animals Dog Adoption House