Law Career Development Office

RESUME GUIDE FOR 2Ls & 3Ls



UNIVERSITY OF BALTIMORE

SCHOOL OF LAW

**Introduction**

Now that you are in your second or third year of school, your resume should focus on your law school activities as well as detailed descriptions of your legal experience, as gained through internships, externships, clinics, law clerk positions, and summer associate programs.

Most, if not all, of your pre-law school experience can be deleted or summarized in the ‘Additional Information’ section of your resume unless you had a prior professional career related to your legal career goals.

Even as a law student, you want to describe your experience the same way lawyers do, and with the same language. The more you sound like a lawyer, the more confidence the reader will have in your experience. For example, lawyers always draft documents, they do not write them.

* Conducted legal research on a wide range of matters including . . . (lawyers generally refer to cases as “matters”)
* Researched and drafted memoranda (not memorandums)
* Researched and drafted dispositive motions (dispositive motions dismiss the case if they are granted, e.g., failure to state a claim, summary judgment)
* Researched and drafted discovery motions (such as a motion to compel discovery)
* Drafted pleadings (pleadings are complaints, answers, etc.)
* Drafted and reviewed contracts

**Law School Honors**

Law school activities that involve a competitive selection process are considered Honors. Even if you have only one entry under that category name, you should use the plural “Honors.” Journal should be listed first, followed by Moot Court and Trial Team.

Honors: *University of Baltimore Law Review* – Production Editor; Staff Editor

National Environmental Law Moot Court Team

Byron L. Warnken Moot Court Competition – Best Brief Award

National Black Law Students Association Thurgood Marshall Mock Trial Team

American Association for Justice Student Trial Advocacy Team

Legal Writing Center – Writing Fellow

Honor Board – Member

Royal Graham Shannonhouse III Honor Society – Distinguished Scholar

Fannie Angelos Program for Academic Excellence – Scholar

Law Scholar – Civil Procedure, Professor Grossman

Teaching Assistant – Introduction to Lawyering Skills/Torts

Center for International and Comparative Law – Student Fellow

**Law School Activities**

List first the activity that is of greatest interest to the employer, e.g., Family Law Society if applying to a family law firm. Thereafter, activities should be listed in order of the importance of your role (i.e., if you have a leadership position), or the length and degree of your involvement. As a general rule, you do not have to include dates. Membership on athletic teams, including club teams, should be highlighted, as legal employers value this experience highly. Other relevant activities include memberships in student organizations, volunteer work, and community service.

As a law student, you should join and be active in local bar associations, and add your memberships to your resume as activities.

Activities: Student Bar Association – First-Year Representation

University of Baltimore Students for Public Interest (UBSPI) – Treasurer

Women’s Bar Association

Club Basketball – Player

Homeless Person’s Representation Project – Expungement Clinic Volunteer

Center for Children, Family and the Courts, Truancy Court Program – Mentor

Women’s Bar Association of Maryland – Student Member

Baltimore County Bar Association – Student Member

**Legal Experience**

Categories of information that should always be included in legal work descriptions include:

* **The nature of the employer.** Unless it is otherwise evident what type of legal employer you worked for such as a judge or a State’s Attorney’s Office, inform the reader what the employer does.
* **Legal research.** Describe any legal research that you conducted, identifying both the issue, i.e., the legal question you answered, and the matter, i.e., the cause of action or transaction.
* **Legal writing.** Legal writing includes research memoranda, but also litigation pleadings, discovery requests and responses, motions, appellate briefs, and settlement agreements. On the transactional side, legal writing includes estate planning documents, contracts, and agreements. Judicial interns sometimes research and draft bench memoranda as well as drafts of judicial opinions. In many practice settings, students often write various types of letters.
* **Interpersonal Skills.** Describe any experience that highlights your communication and other interpersonal skills such as interviewing clients and witnesses or assisting in client meetings.
* **Observation.** Law students and young attorneys learn through observation. If you observed depositions, hearings, trials, settlement conferences, and client meetings, then you should include this valuable in your work descriptions.

**Confidentiality.**

You should never reveal the name of any client or any information that would constitute confidential attorney-client work product. Always comply with your employer’s wishes regarding confidentiality, which in some cases may be more extensive than attorney-client privilege.

Ask your supervisor to review your work description on your resume. This is especially important if you worked for:

* A federal or appellate judge;
* A federal agency, especially the Department of Justice, the U.S. Attorney’s Office, enforcement agencies such as the SEC or FTC, as well as regulatory agencies engaged in rulemaking; and
* The Maryland Attorney General’s Office, State’s Attorney’s offices, and the Maryland Public Defender, especially if you worked on a high-profile matter.

**Different Types of Legal Experience.**

**Judges.** You should almost always identify the judge (preceded with The Honorable or Hon.), the court, and the location of the judge’s chambers, which may be different from the central court.

*Examples:*

* Hon. George E. Russell, U.S. District Court for the District of Maryland
* Hon. Robert N. McDonald, Court of Appeals of Maryland
* Hon. Timothy E. Meredith, Court of Special Appeals of Maryland
* Hon. Julie L. Glass, Circuit Court for Baltimore County
* Hon. Ben C. Clyburn, District Court for Anne Arundel County
* Hon. Donna F. May, Orphans’ Court for Alleghany County
* Hon. Hope Tipton, Family Division, Circuit Court for Baltimore City

*Examples of judicial internship job descriptions:*

Conducted legal research and prepared bench memoranda for a variety of civil and criminal cases, including matters involving claims of defamation, breach of contract, employment discrimination, and motor torts. Researched and drafted a memorandum on the legal standard for a motion to suppress identification evidence. Drafted an opinion on whether a trial court’s denial of a motion to withdraw a guilty plea was an abuse of discretion.

Conducted legal research for a wide range of issues, including the Fourth Circuit’s interpretation of jurisdictional bars in qui tam suits and the test for corporate diversity jurisdiction. Drafted a memorandum opinion on a habeas corpus petition pursuant to 28 U.S.C. § 2255. Drafted a memorandum opinion on a motion to intervene.

Conducted legal research for a wide range of matters, including post convictions, motions for new trial, and motions to correct illegal sentences. Researched and assisted with rulings on motions in a sexual abuse case requesting use of all medical records. Observed court proceedings including an attempted murder trial, divorce proceedings, and preliminary injunction hearings.

Drafted letters to plaintiffs and defendants regarding procedural matters and motions. Reviewed foreclosure ratifications to check if proper Maryland foreclosure procedures were followed. Researched case law for pending cases and motions and prepared memoranda. Performed clerical duties in the courtroom.

Conducted legal research for a wide range of probate and procedural issues including statutory fee limitations, exceptions to limit on time to file caveat, and fees for defending an estate. Briefed cases and conducted research on child neglect, unemployment benefits, public utility requirements, and revocation of wills for the fast track docket. Drafted daily memoranda and court orders for the civil motions docket.

**Law Firms.** Always identify the law firm by its legal name, i.e., how it would be named in a contract or legal filing. This can require some research, as some firms will have a shorter name for marketing purposes. Please note: law firm legal names usually identify how the firm is incorporated, e.g., Professional Association (P.A.); Limited Liability Partnership (LLP), etc. You may have to look at the “About us” section of the website to find the firm’s legal name.

A large regional law firm is known as “PK Law” and is branded on its website as “PK Law”. However, the firm’s legal name is: “Pessin Katz Law, P.A.”

When describing your work experience at a law firm, start by describing the firm.

*Examples:*

Work 16-20 hours a week for a small firm specializing in plaintiffs-side medical negligence claims.

Provide legal assistance to two attorneys specializing in family law in a midsized general practice firm.

Perform a variety of law clerk duties for a large insurance defense firm.

Then describe, in detail, any legal research and writing projects you completed. Thereafter, describe any experience that demonstrates communication and client relationship skills, and end with observations.

*Law Firm Experience Examples:*

Performed legal research for a range of matters including products liability and environmental exposure litigation and corporate and securities cases. Drafted legal memoranda on the “new evidence” standard under FRCP 59. Analyzed discovery materials and summarized medical records and depositions. Observed depositions and motions practice. Gathered information on the enforceability of electronic signatures under the E-Sign Act. Drafted an executive summary for a transaction involving a minority shareholder.

Researched a variety of litigation matters ranging from constitutional criminal procedure, civil rights violations, federal civil procedure, legal ethics and medical malpractice. Drafted and edited various pleadings, motions, discovery, estates documentation, and mediation reports. Drafted a Writ of Certiorari for the Supreme Court of the United States challenging prejudicial curing through supplemental closing arguments. Organized a jurisdiction and legal white pages for national class action discovery. Observed depositions, mediations, and various court proceedings.

Researched and analyzed legal issues for Commercial & Business Litigation, Products Liability, Labor & Employment, and Corporate practice groups. Drafted legal memoranda including an analysis of contract damages in a publishing case, the impact of a decedent’s suicide on a wrongful death claim, and the best practices for hiring temporary employees. Assisted attorneys in drafting a sponsored fund agreement, a disclosure schedule for a business merger, and a cooperative agreement.

Assisted in drafting legal memoranda for a government contract case and legal summaries for product liability cases. Revised dispositive motions for a wide variety of cases. Conducted legal research for design defect product liability cases. Attended hearings and trials for the defense of Baltimore City police officers in police brutality cases.

Researched a variety of intellectual property issues, including the presumption of irreparable harm in trademark litigation. Attended client meetings and maintain correspondence. Proofread and revised client agreements.

**Government**: Federal Government Agencies and the Office of the Maryland Attorney General. Always identify the federal agency by its full legal name, i.e., how it would be named in a contract or legal filing. You should abbreviate the United States to U.S., and you can provide the acronym in parenthesis after the full name to refer to it by the acronym in your job description. If you cannot fit the full name of the organization, the division, and location on one line, then you can add the division to your title.

*Example:*

**Office of the Maryland Attorney General, Environmental Crimes Unit**, Baltimore, MD

*Law Clerk*, Summer 20--

When describing your work experience with a government agency, it can be very helpful to the reader if you explain at the outset what that office or unit does.

*Example:*

**U.S. Centers for Medicare & Medicaid Services (CMS)**, Woodlawn, MD

*Law Clerk, Oversight and Enforcement Group,* Fall 20--

Worked 16 hours a week in the CMS’ Division of Compliance Enforcement, which enforces the provisions of the Affordable Care Act at the state level with respect to health insurance issuers in the group and individual markets, when the state either lacks the authority to do so or has not entered into a collaborative relationship with CMS.

*Examples of Government Experience:*

Research and draft memoranda on wide range of issues concerning the Baltimore Police Department. Helped prepare for trial and hearings, including participating in strategy discussions. Review and edit court pleadings and motions. Help respond to public information requests. Attend court hearings, trials and settlement committee meetings. Observe and assist with mediation at the Court of Special Appeals.

Drafted memoranda providing insight and analysis of other states’ legislation on human trafficking. Presented legislative analysis and recommendations to Maryland Human Trafficking Task Force leaders. Collaborated with federal and state government agencies to coordinate victim service response protocols. Assisted in the development and implementation of the Department of Mental Health and Hygiene human trafficking hospital pilot program. Attended Maryland Human Trafficking Task Force and sub-committee meetings. Assisted in the generation of victim prevention and response protocol to implement with the Maryland State Department of Education. Participated in law enforcement action to recover victims (Operation Cross Country).

Conducted legal research on Freedom of Information Act exemptions. Drafted legal memoranda on 42 U.S.C. § 1983 facial and as-applied challenges to a workplace regulation and § 1983 claims of retaliatory discharge. Interviewed troopers and Maryland State Police training staff in connection with an excessive force lawsuit.

Assisted with revision and review of air and water legislation for the 20-- legislative session. Analyzed state legislation and policy impacts on Baltimore communities threatened by development and environmental pollution for the Commission on Environmental Justice and Sustainable Communities.

Generated reports for the Governor to help in his decision in granting pardons. Responded to Public Information Act requests by determining relevancy of information. Drafted a letter to Maryland bar associations requesting uniformity in judicial evaluation schemes. Researched statutory and constitutional authority for the Executive branch of Maryland State government.

Served as a mediator, after receiving over forty hours of mediation and dispute resolution training, meeting the requirements of Maryland Rule 17-104. Successfully mediated several consumer complaints on various legal topics including apartment leases, start-up business goods, and automobile repairs. Empowered Maryland consumers to solve their matters extra judicially while providing clear communication between consumers and businesses.

**Government:** **Maryland Office of the Public Defender and State’s Attorney’s Offices.** Always identify the office by its full and legal name, and if applicable, add the division you worked in.

*Examples:*

**Maryland Office of the Public Defender, Parental Defense Division**, Baltimore, MD

*Law Clerk*, Summer 20--

**Office of the State’s Attorney for Baltimore City**, Baltimore, MD

*Intern, Criminal Intelligence Unit*, Summer 20--

*Examples of Public Defender Experience:*

Shadowed an Assistant Public Defender. Attended administrative hearings for involuntary admissions, initial admissions, and conditional releases. Conducted client interviews in the hospital with attorney supervision. Assisted in developing case strategy.

Drafted succinct explanatory memoranda based on research and case analyses. Conducted client interviews both in person and via CCTV. Conducted crime scene visits to continue to develop theories of cases. Attended various trials and shadowed during negotiations with opposing counsel.

Conducted legal research on a wide range of criminal law issues including Fourth Amendment violations, Miranda warnings, and bail review. Attended client interviews, pre-trial motions, trials, and bail review hearings. Prepared various pre-trial motions and memoranda for a variety of criminal matters, including a demand for grand jury testimony, suppression of physical evidence, and severance.

Advocated for clients at bail review hearings. Participated in interviewing clients prior to a bail review hearing and drafted individualized habeas corpus petitions when bail was denied on behalf of the client. Conducted client interviews. Researched and drafted motions and memoranda in support of motions.

*Examples of Prosecution Experience:*

Interned with a specialized division dedicated to the investigation and prosecution of violent, repeat offenders. Conducted legal research and drafted legal memoranda and motions. Assisted with discovery and interviews of witnesses and police officers. Participated in discussions relating to investigative strategies, trial plans, and case evaluation. Analyzed police interrogations, interviews, and other items of evidentiary value for factual discrepancies, verbal cues, and important admissions. Managed a team of seven college interns responsible for reviewing prison intelligence.

Authored prosecution memoranda for supervising Judge Advocate General (JAG) attorneys. Researched and advised attorneys on military justice issues. Drafted charges. Assisted in witness interviews and trial strategy. Researched and drafted memoranda on issues connected with the Fourth Amendment, informants with mental disabilities, child pornography, and sexual assault issues. Analyzed IP addresses in a criminal investigation.

Analyzed police interrogations, interviews, and other items of evidentiary value for factual discrepancies, verbal cues, and important admissions. Conducted research of medical and psychology journals for user effects of phencyclidine to be used in the cross-examination of an expert witness in first-degree murder trial. Organized and managed tangible and electronic documents throughout the preparation of, and during, a first-degree murder trial.

**Public Interest.** Always identify the organization by its legal name, i.e., how it would be named in a contract or legal filing. This can require some research, as some nonprofits will be known by a shorter name.

*Example:*

**American Civil Liberties Union (ACLU) of Maryland**, Baltimore MD

For public interest employers, your resume should ideally demonstrate your commitment to public interest work through extracurricular activities, journals, internships, clinics, volunteer work and pre-law school work experience. Any and all experiences that evidence your commitment to public interest should be included on your resume.

Consider creating an additional section entitled “Community Service” or “Volunteer Activities” to list your volunteer or community activities that will demonstrate the extent of your dedication to public interest issues.

In addition, as languages can be very important to public interest/public sector employers, depending on the communities they serve or the work you can do for them, identify any language skills that you possess.

The additional information section may be a good place to highlight any personal or family experiences that are connected to the type of public interest work that interests you.

*Examples of Public Interest Experience:*

Delivered critically needed legal assistance to low-income and vulnerable older adults in Baltimore City. Assisted the Equal Justice Works Fellow with trial preparation, drafted correspondence, and attended intensive senior fraud, abuse, and neglect prevention training. Conducted legal research and drafted memoranda on a range of legal issues including domestic violence, housing, neglect, fraud, abuse, and estate planning. Conducted extensive client interactions on a regular basis such as intake interviews.

Conducted research and monitored impending news events. Developed projects for the communication staff. Drafted briefing reports. Conducted legal research and edited communication documents.

Analyzed Individualized Education Programs (IEP). Advocated for the educational rights of clients at IEP meetings. Attended meetings for the Maryland State Department of Education and other special education lawyers. Conducted intake with clients and their families. Interacted with medical and legal professionals. Drafted state complaint letters.

Worked directly with low to moderate-income clients in all stages of foreclosure. Represented clients during their foreclosure mediation at the Maryland Office of Administrative Hearings. Researched complex legal issues relating to property law, landlord/tenant law, and criminal law. Drafted deeds, and informed clients of the necessary steps they needed to take before and after the drafting of the deed. Prepared and filed exceptions to foreclosure sales after ratification. Identified vast ground rent issues with current St. Ambrose properties, and devised a solution in a written memorandum, which was then implemented. Trained two law clerks. Created handouts and pamphlets for community outreach.

Conducted legal research on a wide range of civil liberties issues. Interviewed clients and reviewed discovery responses and document productions for a lawsuit challenging "gag orders" that silence victims of police abuse as a condition of resolving their cases as an unconstitutional violation of free speech and illegal under Maryland's public transparency laws. Attended U.S. Civil Rights Commission briefing on the disproportionate over incarceration of African Americans in Maryland.

Assisted in preparing asylum applications and other immigration forms including I-485 adjustment of status and I-912 fee waiver requests, interviewed asylum seekers, researched human rights country conditions in Iran and Venezuela to submit to court, and represented clients at master calendar hearings before the Baltimore Immigration Court.

**Clinics**. Clinical experience should be added as work experience, just like a law clerk position.

*Examples:*

**Juvenile Justice Project**, University of Baltimore School of Law, Baltimore, MD

*Rule 19 Student Attorney*, Fall 20-- - Present

Provide direct client representation to incarcerated clients who were sentenced to life without parole sentences as juveniles. Prepare clients for parole hearings. Conduct legal research. Draft and edit written testimony for the Maryland General Assembly. Draft post-conviction motions. Attend open parole hearings. Communicate with Department of Public Safety and Correctional Services officials.

**Immigrant Rights Clinic**, University of Baltimore School of Law, Baltimore, MD

*Rule 19 Student Attorney*, Spring 20--

Represented clients seeking asylum. Interviewed clients and third parties and drafted affidavits. Created a case plan, conducted extensive fact investigation, and developed case theories. Practiced client-centered counseling. Conducted legal research and drafted brief for individual hearing. Collaborated closely with partner in the representation of client. Assembled evidence packet for the case, and drafted the direct examination and closing argument.

**Pretrial Justice Clinic**, University of Baltimore School of Law, Baltimore, MD

*Rule 19 Student Attorney*, January 20-- – Present

Represent indigent clients held on unreasonably high or no bail. Draft habeas corpus motions challenging the legality of detention determinations made during initial bail review. Participate in policy meetings to positively impact bail issues facing indigent citizens in Maryland.

**Saul Ewing Civil Advocacy Clinic**, University of Baltimore School of Law, Baltimore, MD

*Rule 19 Student Attorney*, Spring 20--

Handled all aspects of representing indigent clients in various civil matters, including child support, assigned consumer debt, and housing voucher terminations. Negotiated favorable settlements with opposing counsel on behalf of clients. Drafted motions and pleadings. Interviewed clients during initial intake. Handled multiple cases simultaneously.

**The Bob Parsons Veterans Advocacy Clinic**, University of Baltimore School of Law, Baltimore, MD

*Rule 19 Student Attorney*, Spring 20--

Drafted a brief submitted to Court of Appeals for Veterans Claims relating to a veteran’s appeal of a disability benefits ruling. Conducted client interviews. Interviewed potential clients, analyzed the merits of their cases, and drafted memoranda summarizing the case details and making a recommendation as to whether the matter is appropriate for the clinic to handle.

**Low-Income Taxpayer Clinic**, University of Baltimore School of Law, Baltimore, MD

*Rule 19 Student Attorney*, Fall 20--

Served as lead counsel for eight tax controversy matters. Acted as point of contact for clients and the Internal Revenue Service (IRS). Performed intake screenings and drafted recommendation memoranda on behalf of potential clients with viable cases. Conducted client interviews. Performed legal research. Organized and planned each case. Created a plan and submitted a memorandum to the Taxpayer Advocate Service for a novel legal issue involving an erroneous assessment by the IRS with regards to the Earned Income Tax Credit. Assisted pro se taxpayers during Tax Court. Negotiated and finalized a settlement involving unsubstantiated tax deductions between the IRS and a client reducing the client's liability by more than $4,000.

**Joint JD/MBA business law resume**

**Robert Banner**

1401 N. Charles Street - Baltimore, MD 21201

robert.banner@ubalt.edu - 410.837.4000

**EDUCATION**

**University of Baltimore School of Law**, Baltimore, MD

**University of Baltimore, Merrick School of Business**, Baltimore, MD

Candidate for J.D./M.B.A., May 20--

Honors: *University of Baltimore Law Forum*, Associate Editor, Staff Editor

Activities: Business & Tax Law Society

**Maurice A. Deane School of Law at Hofstra University**, Hempstead, NY

Matriculated, August 20-- - May 20--

**Towson University**, Towson, MD

B.A. in Political Science, Minor in Economics, May 20--

**LEGAL EXPERIENCE**

**U.S. Securities and Exchange Commission**, Washington, D.C

*Honors Legal Intern, Division of Enforcement*, Spring 20--

Litigated securities law violations. Attended testimonial hearings and conference calls. Conducted research and drafted memoranda on Securities Act of 1933, Securities Exchange Act of 1934, Investment Company Act of 1940, and Investment Advisers Act of 1940. Created database on securities violations involving corporations’ General Counsels.

**Videology, Inc**., Baltimore, MD

*Corporate Legal Intern*, Fall 20--

Drafted ad inventory agreements, intercompany services agreements, master service agreements and non-disclosure agreements. Performed legal research on indemnification, infringement, state business registrations, and corporate policies. Created legal database. Edited amendments and addendums.

**Community Development Clinic**, University of Baltimore School of Law, Baltimore, MD

*Rule 19 Student Attorney*, Summer 20--

Conducted initial intake interviews. Drafted retainer agreements. Counseled clients and developed case strategy. Drafted legal memoranda.

**Hon. Clayton Greene Jr., Court of Appeals of Maryland**, Annapolis, MD

*Judicial Intern*, September 20-- – May 20--

Prepared bench memoranda for cases set for oral argument and performed legal research. Provided recommendations for cases in preparation of opinions.

**ADDITIONAL INFORMATION**

Maryland Rule 17-104 Certified Mediator.

**Public interest resume, with a clerkship**

**Catherine Bell**

1401 N. Charles Street - Baltimore, MD 21201

Catherine.bell@ubalt.edu - 410.837.4000

**EDUCATION**

**University of Baltimore School of Law**, Baltimore, MD

Candidate for J.D., May 20--

Honors: *University of Baltimore Law Forum* — Executive Board Member, Articles Editor

Activities: University of Baltimore Students for Public Interest (UBSPI) — Grantee Recipient

Black Law Students Association — Member & Mentor

**University of Maryland**, College Park, MD

B.S. in Biology, May 20--

**LEGAL EXPERIENCE**

**Hon. Michael W. Reed, Court of Special Appeals of Maryland**, Baltimore, MD

*Judicial Law Clerk*, August 20-- – August 20--

**Juvenile Justice Project**, University of Baltimore School of Law, Baltimore, MD

*Rule 19 Student Attorney*, August 20-- – Present

Provide direct client representation to incarcerated clients sentenced to life without parole as well as juveniles. Prepare clients for parole hearings. Conduct legal research. Collect and analyze mitigation information. Draft and edit written testimony for the Maryland General Assembly. Draft post-conviction motions. Attend open parole hearings. Communicate with Department of Public Safety and Correctional Services officials.

**Maryland Office of the Public Defender**, Baltimore, MD

*Law Clerk, Post-Conviction Defenders Division*, May 20-- - December 20--

Conducted legal research and analysis for Post-Conviction lawyers. Reviewed and analyzed files from courthouse clerk’s office. Interviewed incarcerated clients. Drafted legal memoranda and post-conviction petitions. Filed motions. Observed post-conviction and parole revocation hearings. Prepared case files. Reviewed parole dockets at the Maryland Parole Commission.

**National Association for the Advancement of Colored People (NAACP)**, Baltimore, MD

*W.E.B. Du Bois Fellow*, Spring 20--

Conducted research and monitored impending news events for the NAACP President. Developed projects for the communication staff. Drafted event briefing reports. Conducted legal research and edited communication documents.

**Project HEAL at the Kennedy Krieger Institute**, Baltimore, MD

*Law Clerk*, Fall 20--

Analyzed Individualized Education Programs (IEP). Advocated for the educational rights of clients at IEP meetings. Attended meetings for the Maryland State Department of Education and other special education lawyers. Conducted intake with clients and their families. Interacted with medical and legal professionals. Drafted state complaint letters.

**3L seeking a clerkship**

**Peter Parker**

1401 N. Charles Street - Baltimore, MD 21201 - peter.parker@ubalt.edu - 410.837.4000

**EDUCATION**

**University of Baltimore School of Law**, Baltimore, MD

J.D. Expected, May 20--

G.P.A.: 3.451; Class Rank: 62/262 (Top 24%)

Honors: *University of Baltimore Law Review*, Comments Editor

Activities: University of Baltimore Students for Public Interest (UBSPI)

**University of Maryland**, College Park, MD

B.A. in English, May 20--

G.P.A.: 3.68

**LEGAL EXPERIENCE**

**Maryland Volunteer Lawyers Service**, Baltimore, MD

*Consumer Protection Intern*, Spring 20--

Assisted with the Consumer Protection Clinic, helping low income defendants in debt and other consumer cases in the District Court of Baltimore City. Conducted research on consumer debt and other consumer protection-related matters. Assisted with client intake and placement with volunteer attorneys.

**Judicial Institute of Maryland**, Annapolis, MD

*Intern*, Fall 20--

Assisted the curriculum development staff, conducted legal and interdisciplinary research, and developed material for judicial education. Attended conferences, classes and meetings with members of the judiciary. Created materials for the New Orphans’ Court Judges Orientation for 20--. Wrote a proposal for a judicial education class on the topic of access to the courts.

**Maryland Office of Administrative Hearings**, Hunt Valley, MD

*Quality Assurance Intern*, Summer 20--

Attended and assisted with hearings and mediations. Assisted Administrative Law Judges with drafting opinions, orders, and responses to motions. Researched administrative regulations, statutes and case law.

**U.S. Equal Employment Opportunity Commission**, Baltimore, MD

*Hearings Intern*, Spring 20--

Drafted decisions, orders, and legal memoranda regarding employment discrimination complaints for an Administrative Law Judge. Assisted with and attended hearings and settlement conferences.

**Office of the Maryland Attorney General, Consumer Protection Division**, Baltimore, MD

*Mediator*, Fall 20--

Mediated disputes between consumers and businesses involving sales, housing, repairs, defective products, false advertising, and consumer warranties. Directed consumers to the appropriate channels when mediation between the parties was unsuccessful. Completed 40 hours of mediation training.

**Senior Legal Services**, Baltimore, MD

*Legal Intern*, Summer 20--

**3L pursuing a Tax LLM**

**Shiera Saunders**

1401 N. Charles Street - Baltimore, MD 21201 – shiera.saunders@ubalt.edu - 410.837.4000

**EDUCATION**

**University of Baltimore School of Law**, Baltimore, MD

Candidate for L.L.M. in Taxation, Estate Planning Certificate, May 20--

G.P.A.: 3.736

Candidate for J.D, with an Estate Planning Concentration, May 20--

G.P.A.: 3.329

Activities: Maryland State Bar Association, Tax and Estate Planning Sections, Student Member

**Loyola University Maryland**, Baltimore, MD

B.A. in Philosophy, May 20--

G.P.A.: 3.23

**LEGAL EXPERIENCE**

**Nusinov Smith, LLP**, Baltimore, MD

*Law Clerk*, June 20-- - Present

Assist with tax controversy, litigation, and arbitration matters. Research and draft memoranda on a number of diverse legal issues, including estates and trusts, taxation, elder law, business, charitable giving, and attorney malpractice. Draft estate planning instruments such as wills, trusts, deeds, and powers of attorney.

Assist with client interviews.

**The Office of Register of Wills for Baltimore County**, Towson, MD

*Legal Intern*, Spring 20--

Drafted memoranda supporting new legislation. Opened estates for clients, audited administration accounts, and performed various administrative duties such as filing legal documents in the archives and assisting in judicial matters.

**Old Line Legal Aid Foundation**, Columbia, MD

*Law Clerk*, Fall 20--

Conducted interviews to ascertain what taxation issues clients were facing. Researched client issues and communicated solutions to clients. Limited clients’ tax liability in a variety of ways by drafting separation agreements, filing tax returns or innocent spouse claims with supporting memoranda, and negotiating settlements with the Internal Revenue Service as well as the Comptroller of Maryland.

**Hon. Robert B. Kershaw, Circuit Court for Baltimore City**, Baltimore, MD

*Judicial Intern*, Summer 20--

**Community Service**

Volunteer for Wills for Heroes Foundation a national non-profit organization that provides free wills, advance directives and powers of attorney to first responders, including police officers, firefighters, paramedics, and corrections and probation officers.

**Post-Graduate Prosecutor Resume**

**Selina Kyle**

1401 N. Charles Street - Baltimore, MD 21201

selina.kyle@ubalt.edu - 410.837.4000

**BAR ADMISSION & MEMBERSHIPS**

Admitted to Maryland Bar, December 20--. Member of the Maryland State Bar Association and the Baltimore County Bar Association.

**LEGAL EXPERIENCE**

**Baltimore County State’s Attorney’s Office, Child Abuse and Sex Offense Unit**, Towson, MD

*Assistant State’s Attorney*, November 20-- – Present

*Law Clerk*, September – November 20--

Research legal issues related to sex crimes and child abuse. Draft legal memoranda addressing various criminal prosecution issues including Miranda rights in a prison environment. Present and brief neglect cases at weekly charging meeting to Assistant State's Attorneys. Review and compile expungement denials.

**Frederick County State’s Attorney’s Office**, Frederick, MD

*Law Clerk*, Juvenile Division, Summer 20--

Researched and analyzed juvenile legal issues. Conducted evidence gathering for Chief Assistant State’s Attorney. Recommended course of proceedings and potential charges to prosecutors. Documented court proceedings and provided direct assistance to attorneys. Drafted motions and orders.

**Domestic Violence and Sexual Assault Center of Howard County**, Columbia, MD

*Paralegal*, June 20-- – June 20--

*Intern*, June 20-- – June 20--

Drafted motions, separation agreements, and research memoranda for protective order, peace order, and family law cases. Drafted various motions for high-conflict sexual assault case. Completed client intakes and maintained communication with clients throughout representation process. Provided clients with criminal accompaniment service. Provided pro se preparation for clients who were denied services. Assisted attorneys with case acceptance and dismissal decisions.

**EDUCATION**

**University of Baltimore School of Law**, Baltimore, MD

J.D, Evening Division, May 20--

G.P.A.: 3.220, Class Rank: 81/282 (Top 30%)

Activities: Criminal Law Society

**Salisbury University**, Salisbury, MD

B.A. in English, magna cum laude, May 20--

G.P.A.: 3.75

Honors: Outstanding Student-Athlete Award

Activities: Division III Women’s Soccer Team – Captain

**Post-Graduate JD Alternative Resume**

**Billy Batson**

1401 N. Charles Street - Baltimore, MD 21201 - billy.batson@ubalt.edu - 410.837.4000

**BAR ADMISSION & MEMBERSHIPS**

Admitted to Maryland Bar, December 20--.

**EXPERIENCE**

**U.S. Centers for Medicare and Medicaid Services**, Woodlawn, MD

*Health Insurance Specialist, Division of Compliance and Appeals*, August 20-- - Present

Develop, interpret, and implement Medicare policies related to enrollment in the Medicare program. Analyze and render agency decisions for appeals concerning enrollment denials or revocations of Medicare providers. Review Administrative Law Judge and Departmental Appeals Board decisions and advised changes in the Program Integrity Manual. Work collaboratively with the Office of General Counsel as well as government contractors to prepare legal briefs for appeals.

**U.S. Department of the Army, Defense Contract Management Agency**, Baltimore, MD

*Pathways Contract Specialist Trainee*, September 20-- – May 20--

Drafted and reviewed letters of requests for contractor final overhead rates and incurred cost proposals. Conducted contract receipt, review documentation, and assisted with monitoring contractor performance. Developed, implemented and monitored management information systems to track current contract performance. Collected, tracked and organized contract final vouchers. Provided technical assistance and support to upper-level management in a variety of matters relating to contracts and planning activities. Attended committee and working group meetings as necessary. Assisted with monitoring performance against established contracting performance indicators. Assisted with special projects.

**University of Maryland Baltimore County (UMBC), Athletics Department**, Baltimore, MD

*Compliance Intern*, Summer 20--

Extracted, collected and organized student-athlete data and updated related compliance forms. Reviewed and updated student-athlete financial aid on National Collegiate Athletic Association (NCAA) database. Assisted Associate Athletics Director and Compliance Coordinator in developing and monitoring various student-athlete compliance-related spreadsheets to meet NCAA and UMBC regulations. Completed official visit forms for Athletics Director and Designee signature and reported any discrepancies and potential fraudulent reporting. Extracted and gathered compliance related data for management level briefings and reports.

**EDUCATION**

**University of Baltimore School of Law**, Baltimore, MD

J.D., May 20--

**Pennsylvania State University**, University Park, PA

B.A., Political Science, May 20--

**Post-Graduate Litigation Resume**

**Grace Choi**

1401 N. Charles Street - Baltimore, MD 21201 – grace.choi@ubalt.edu - 410.837.4000

**BAR ADMISSIONS & MEMBERSHIPS**

Admitted in Maryland, November 20--. Bar Association of Baltimore City, Public Service Committee, Co-Chair, 20-- – Present. Bar Association of Baltimore City, Events Committee, Member. Maryland State Bar Association, Young Lawyers Section, Activities Committee, Co-Chair, 20--- Present. Baltimore County Bar Association, Member. Maryland Association for Justice, Member.

**EXPERIENCE**

**The Law Offices of Peter G. Angelos**, Baltimore, MD

*Junior Associate/Managing Attorney*, November 20-- – Present

*Full-time Law Clerk*, Fall 20-- – Spring 20--

* Maintain and supervise hundreds of personal injury and products liability lawsuits at the Circuit Court and Bankruptcy Court levels.
* Manage a network of paralegals and administrative assistants.
* Examine and analyze potential personal injury and/or products liability lawsuits to counsel clients on their respective claims and available remedies.
* Conduct client intake interviews and advise clients of their rights and arrange fee agreements.
* File pleadings, motions and discovery requests in personal injury and products liability lawsuits.
* Provide counsel on estate matters including wrongful deaths and survival actions.
* Evaluate, prepare and work with experts on various topics involved in personal injury and products liability lawsuits.
* Prepare and assist in depositions of opposing parties and witnesses.
* Advise clients to settle their respective claims against defendants when a suitable offer has been made.
* Investigate carcinogenic products manufactured by various defendants to further our clients’ personal injury claims.
* Lead investigate and assist with possible class action cases pertaining to product liability and personal injury lawsuits.
* Prepare and present legal memorandum regarding complex areas of the law.
* As a law clerk, responsible for firm compliance with the Medicare Recovery Act. Managed Medicare claims and appeals. Assisted in legal research, drafting appellate briefs and preparing for litigation.

**EDUCATION**

**University of Baltimore School of Law**, Baltimore, MD

J.D., Evening Program, May 20--

**University of Richmond**, Richmond, VA

B.A., Political Science, May 20--

Activities: Student Government Association, President