Candace Jones

International Relations graduate seeking admission to law school, with a 3.95 GPA, an LSAT score of 172, and two years of legal clerk experience. Supported attorneys with legal research, deposition analysis, and document preparation. National debate finalist with additional experience in freelance writing, community organizing, and fundraising.

Professional Experience

Legal Clerk Aug 2019

The Firm of Johnson & Stevens, Katy, Texas

Was accepted as a Law Clerk at The Firm of Johnson & Stevens and served under their guidance for two years. Primary accomplishments included:

- Worked with Junior and Senior Attorneys and Para Legal members to conduct research, analyze depositions, drafting memorandum, and preparing legal filings - up to and including settlements and trials.
- Shadowed multiple attorneys during depositions, negotiations, and court proceedings.

Content Creator Sep 2017

Upwork - Freelancer, Dallas, Texas

Served as a freelance copywriter through the Upwork.com platform. Worked fulltime throughout my college years, maintaining a 100 percent job success rating for three consecutive years. Key writing projects included:

- Website content for The Firm of Johnson & Stevens. Wrote all website content, optimized for search engines - including local SEO techniques. The success of this first position lead to my legal clerk job with the team.

Education

Bachelor of Arts - International Relations Jun 2017 - Jun 2021

Texas A& M University | uGPA: 3.95, College Station, Texas

LSAT Score - 172 - May 2021
Awards:

- Summa Cum Laude Graduate - Top 5 percent of graduating class.
- Received entry to the Pre-Law/LSAT preparatory program (one of 30 students).
- Member of Texas A&M Debate team. (National Finalist 2019 and 2020).
- Women of Color Collective Law Student Association (WOCCLSA).

Community Involvement & Service Learning

Community Organizer Sep 2019

Right2Breathe.org

- Volunteered to organize public educational activities for a non-profit organization (Right2Breathe.org).
- Provided fundraising efforts by contacting law firms, medical organizations, and compassionate business owners.

Personal details

Name
Candace Jones

Address
789 Templeton Drive
Grapevine, Texas, 75019

Phone number
(681) 204 7100

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example@cvmaker.com

Skills

- **Legal research** ●●●●●
- **Deposition analysis** ●●●●●
- **Memorandum drafting** ●●●●●
- **Legal filing preparation** ●●●●●
- **SEO copywriting** ●●●●●
- **Public speaking and debate** ●●●●○
- **Community organizing** ●●●●○
- **Fundraising** ●●●●○