

Mark Watney

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Motivated recent college graduate with excellent oral and written communication skills. A top student with high grades and leadership potential, organization skills, and ability to multitask successfully.

Education

Bachelor of Science in Sociology, Pre-law Concentration

Carnegie Mellon University
Pittsburgh, PA
September 2017 – May 2021
GPA: 3.6/4.0

- Member, Pre-Law Club, 2017-2021; vice president, 2020-2021
- Honors program thesis: Environmental Considerations of Transnational Corporate Law
- Volunteer, Pre-Law Department Job Fair, 2018-2021
- Writer and assistant editor for The Legal Brief, a monthly newsletter produced by the CMU Pre-law Department for students, faculty, and staff, 2019-2021

Key Skills

- Written communication
- Able to work successfully under pressure
- High ethical standards
- Research
- Discernment
- Organization
- Analytical skills

Professional Experience

Legal Intern

Roth, Mayhern & Associates, Pittsburgh, PA | January – May 2021

- Reviewed discovery documents for principal lawyers in small firm focused on international law
- Researched and wrote well-received court memorandum on environmental violation case
- Attended and observed court sessions with firm's head litigator, Timothy Roth, J.D.
- Assisted in the research and writing of three finding summaries

Office Assistant

Bertolli & Mathers, Inc., Pittsburgh, PA | January 2018 – December 2020

- Aided in office administration for large corporate law office
- Filed documents and correspondence for past and current cases in firm's law library
- Assisted front desk staff with clerical duties, including copying, answering email queries, and phone work
- Transitioned from volunteer to paid position after six months based on my work ethic and positive attitude