

First Last

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EDUCATION

Drexel University

Bachelor of Arts in Law with a minor in Business Administration

Thomas R. Kline School of Law | Pennoni Honors College

Honors: Dean's List, Fall 20xx – Present

Philadelphia, Pennsylvania

Anticipated Graduation: June 20xx

Cumulative GPA: 3.xx

PROFESSIONAL EXPERIENCE

Legal Assistant

Hykel Law

Conshohocken, Pennsylvania

June 20xx – September 20xx

- Collected and prepared critical client immigration data to file online visa applications on Department of State and United States Citizenship and Immigration Services portals
- Uploaded and organized case files in case management system, Infotems, ensuring secure and accurate data management for over 300 active cases
- Conducted in-depth research on country conditions, such as economic instability, political unrest, and human rights concerns, to support asylum and other humanitarian-based immigration applications
- Managed client communications by answering phones and emails, vetting prospective candidates, scheduling legal consultations, and tracking consultation fees to ensure smooth and professional client intake practices

Lead Guest Service Host

Holland America and Princess Cruises Alaska

Anchorage, Alaska

June 20xx – September 20xx

- Welcomed and oriented guests by presenting detailed hotel and tour information upon arrival
- Coordinated daily coach bus logistics for the arrival and departure of 400–600 guests, communicating with drivers via radio, dispatch, and company hand signals while enforcing safety guidelines
- Resolved a variety of guest issues and concerns, such as damaged or lost luggage, ADA accommodations and medical emergencies, by coordinating with hotel staff and Holland America Princess teams to improve guest experience
- Assisted guests with booking excursions and activities, providing recommendations aligned with guest interests

EXTRACURRICULAR EXPERIENCE

Vice President

Phi Alpha Delta, Professional Pre-Law Fraternity

Philadelphia, Pennsylvania

May 20xx – Present

- Coordinate professional development events and serve as moderator on attorney and law school admission representative panels and speaker events
- Review chapter budgets and expenditures, ensuring responsible use of university funds and member dues
- Manage and lead weekly chapter meetings for 65+ members, implemented bias-training and peer bonding
- Inducted as a member of the Drexel chartering class, previously served as the Vice President of Operations

Division I Athlete Philadelphia, Pennsylvania *Drexel Women's Rowing September 20xx – Present*

- Walked on to the rowing team, demonstrating strong determination and commitment to athletic excellence
- Earned over 10 medals with the Dragons in two years, including a gold medal at the Dad Vail Regatta in the Varsity Eight and two consecutive podium finishes at the CAA Conference Championship
- Selected as one of 10 athletes to 2025 Penn Athletic Club U23 High Performance team and competed internationally at the Royal Canadian Henley Regatta

RELEVANT ACADEMIC COURSEWORK

Law: Legal Writing, Legal Research, Constitutional Law, Common Law, Legal Reasoning, Employment Law

Business: Marketing, Business Law, Operations Management, Accounting, Organizational Behavior

TECHNICAL SKILLS

Legal Research Resources: Westlaw Campus Research, Bluebook, LexisNexis

Office Applications: Microsoft Word, Microsoft Excel, Google Docs, Google Sheets, Adobe Acrobat, Zoom

Client Management and Billing: Infotems, Tour Star