

Amina Chen

amina.chen@example.com • (555) 123-4567 • San Francisco, CA • linkedin.com/in/amina-chen

SUMMARY

Enthusiastic and detail-oriented law graduate with a strong foundation in criminal defense. Proven ability to conduct thorough legal research, draft compelling legal documents, and assist in trial preparations. Eager to leverage skills and passion for justice to support clients in a criminal defense capacity.

EXPERIENCE

Legal Intern

Jun 2022 - Aug 2023

Smith & Associates Law Firm, San Francisco, CA

- Assisted in the successful defense of 10+ criminal cases, resulting in a 75% acquittal rate.
- Conducted comprehensive legal research and drafted motions, briefs, and pleas, enhancing case strategy.
- Collaborated with attorneys to prepare for trial, including organizing evidence and preparing witnesses.

Research Assistant

Sep 2021 - May 2022

University of California, Hastings College of the Law, San Francisco, CA

- Supported a faculty member in research for a book on criminal justice reform, improving understanding of current legal trends.
- Analyzed and summarized case law, contributing to a published research article in a peer-reviewed journal.
- Utilized legal databases such as Westlaw and LexisNexis to gather relevant legal precedents and statutes.

Volunteer Paralegal

Jan 2020 - Dec 2021

Pro Bono Legal Clinic, San Francisco, CA

- Provided legal assistance to underserved communities, helping to resolve cases involving public defense and civil rights.
- Drafted over 30 legal documents, improving efficiency in case processing by 20%.
- Facilitated client meetings to gather information and provide guidance on legal options.

EDUCATION

Juris Doctor (JD)

May 2023

University of California, Hastings College of the Law, San Francisco, CA • GPA: 3.6

Bachelor of Arts in Political Science

May 2020

University of California, Berkeley, Berkeley, CA • GPA: 3.7

SKILLS

Technical Skills: Legal Research, Drafting Legal Documents, Case Management, Trial Preparation

Tools & Frameworks: Westlaw, LexisNexis, Microsoft Office Suite, Clio