

Amina Rahman

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SUMMARY

Detail-oriented and motivated law graduate with a strong foundation in legal research and compliance. Proven ability to analyze complex legal issues and communicate effectively with diverse stakeholders. Seeking to leverage skills and knowledge as an Entry Level Legal Counsel.

EXPERIENCE

Legal Intern

Jun 2022 - Present

Smith & Johnson Law Firm, San Francisco, CA

- Assisted in drafting client contracts, reducing contract review time by 30%
- Conducted legal research for ongoing cases, ensuring compliance with state regulations
- Collaborated with a team of attorneys to prepare case materials for court, contributing to a 20% increase in successful litigation outcomes

Compliance Assistant

Jan 2021 - May 2022

Tech Innovations Inc., San Francisco, CA

- Supported the compliance team by reviewing company policies, resulting in a 15% improvement in adherence to legal standards
- Assisted in the development of training materials for employees on legal compliance, enhancing understanding and reducing policy violations by 25%
- Utilized Microsoft Office Suite and legal software for document management and reporting

Research Assistant

Sep 2019 - May 2021

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

- Conducted extensive legal research for faculty publications, improving research efficiency by 40%
- Participated in drafting articles on emerging legal issues, with contributions published in law journals
- Organized workshops on legal writing and research techniques for students

EDUCATION

Bachelor of Arts in Political Science

May 2018

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

SKILLS

Technical Skills: Legal Research, Contract Drafting, Compliance Analysis, Legal Writing

Tools & Frameworks: LexisNexis, Westlaw, Microsoft Office Suite