

Paul R. O'Neal

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EDUCATION

University of Notre Dame

2003-2007

Bachelor of Arts in Political Science and Honors Theology, *Summa cum Laude*

GPA: 3.92

Student Organizations: Glee Club, Student Theater, Center for Social Concerns

Study Abroad Fall 2005: John Cabot University, Rome, Italy

WORK EXPERIENCE

Capital Area Immigrants' Rights Coalition, Washington, DC

August 2007-Present

Legal Assistant/Board of Immigration Appeals Accredited Representative

- Directly representing detained clients before the Arlington Immigration Court, Immigration and Customs Enforcement, and the Arlington Asylum Office for asylum, waivers of inadmissibility, adjustment of status, humanitarian parole, and removal proceedings – including complex immigration legal claims.
- Mentoring *pro bono* attorneys who have taken cases on referral from CAIR Coalition.
- Managing the Credible Fear Partnership with the Arlington Asylum Office, including the training of *pro bono* attorneys. My oversight of this project included serving as faculty at the DC Bar Foundation's Annual Asylum Training for approximately 100 *pro bono* attorneys.
- Leading CAIR Coalition's case screening process and playing a specialized role regarding complex legal issues in asylum law and the immigration consequences of criminal convictions.
- Supervising jail visits to explain immigration procedures to persons in the custody of the Department of Homeland Security in accordance with the Executive Office for Immigration Review's Legal Orientation Program.
- Supervising and coordinating detainee correspondence and other legal materials.
- Performing factual investigations and legal research on cases that are being prepared for *pro bono* referral.
- Answering telephone inquiries from clients and *pro bono* attorneys regarding issues of immigration law.
- Administering CAIR Coalition's client database and managing the storage of physical client files.

Catholic Relief Services, Kampala, Uganda

Summer 2006

Peacebuilding Intern

- Facilitated monitoring and evaluation field work of various peacebuilding and HIV/AIDS projects in Bundibugyo, Uganda.
- Developed training materials for CRS partner organizations.
- Prepared and edited reports and proposals for USAID grants.
- Designed and maintained database of articles and reports concerning the peace process in northern Uganda.

Shalom Catholic Worker House, Kansas City, KS

Summer 2005

Summer Service Project Intern

- Oriented, supervised, and supported each day's volunteers.
- Supported the day-to-day running of the homeless shelter.

VOLUNTEER EXPERIENCE

Center for Social Concerns, Notre Dame, IN

2004-2007

- Participated in several of the Center's service learning projects, including the winter break Education Seminar and two summer service learning seminars.
- Volunteered several times a semester on community service projects sponsored through the South Bend Center for the Homeless, the Notre Dame Glee Club, and the Peter Claver Catholic Worker House.
- Served on the selection team for the International Summer Service Projects for the summer of 2007.
- Co-facilitated the Notre Dame Peace Fellowship, a student group that advocated for non-violent social change on campus, in our communities, and globally.

Foundry United Methodist Church, Washington, DC

2007-Present

- Served as an English as a Second Language teacher for Spanish-speaking people in the community that Foundry serves.
- Participated in Foundry's efforts in coalition with the Washington Interfaith Network to garner support on the District of Columbia City Council for funding for permanent supportive housing for chronically homeless individuals and other homelessness/fair housing issues.
- Was recently selected to serve as the Worship Leader for the church's Mission Council, which provides vision and leadership to Foundry's social justice activities.

PUBLICATIONS

"Beyond *Just War*: Catholic Peacebuilding since John XXIII." Senior Honors Thesis, Department of Theology, University of Notre Dame, May 2007.

LANGUAGES

Spanish - intermediate proficiency in speech, reading, and writing
French- basic competence in speech, reading, and writing
Italian - basic competence in speech, reading, and writing

AWARDS AND HONORS

- Recognized twice by the Mennonite Mission Network in news articles written about my work at CAIR Coalition.
- Notre Dame Scholar – for academic excellence.
- Andrew's Scholar – for commitment to community service
- Dean's List – Every Eligible Semester
- Departmental Honors – Theology
- Eagle Scout

SAMPLE 1L RESUME - AFTER

There are many ways this student could have edited his resume -- this is just one example.

PAUL R. O'NEAL

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EDUCATION

HARVARD LAW SCHOOL – J.D. Candidate, May 2013

Activities: *Harvard Human Rights Journal*, 1L Editor
Harvard Immigration Project, Board Member

UNIVERSITY OF NOTRE DAME – B.A. in Honors Theology/Political Science, May 2007

Honors: *summa cum laude* ← Note that Dean's List and GPA were omitted. These aren't needed when you have Latin or university honors that speak to the same achievement.
Department Honors – Theology
Activities: Center for Social Concerns (service-learning opportunities)
Notre Dame Glee Club

Honors Thesis: *Beyond Just War: Catholic Peacebuilding Since John XXIII*

As you gain experience and advance in your career, you will start to pare down your undergraduate details to just those things that are the most meaningful and relevant to your search.

EXPERIENCE

TENANT ADVOCACY PROJECT, Cambridge, MA

August 2010–Present

Student Representative

Represented low-income family in Section 8 termination hearing. Research landlord-tenant problems and deliver advice through hotline for low-income callers. Will join the intake committee in Spring 2011, researching and screening cases for potential representation.

CAPITAL AREA IMMIGRANTS' RIGHTS COALITION, Washington, DC

2007–2010

Board of Immigration Appeals Accredited Representative/Legal Assistant

Directly represented detained immigrants in complex immigration claims before the Arlington Immigration Court and the Department of Homeland Security. Managed the Credible Fear Program and the Detained Children's Program. Screened cases for *pro bono* referral and mentored attorneys. Performed factual investigation and legal research. Supervised intake volunteers during jail visits.

FOUNDRY UNITED METHODIST CHURCH, Washington, DC

2007 – 2010

Served as an English as a Second Language teacher for Spanish-speaking people in the local community. Participated in Foundry's efforts in coalition with the Washington Interfaith Network to garner support on the District of Columbia City Council for funding for permanent supportive housing for chronically homeless individuals and other homelessness/fair housing issues. Served as the Worship Leader for the church's Mission Council, which provides vision and leadership to Foundry's social justice activities.

CATHOLIC RELIEF SERVICES, Kampala, Uganda

Summer 2006

Facilitated monitoring and evaluation sessions with local partner organizations implementing USAID-funded peacebuilding and AIDS programs. Developed training materials. Prepared and edited reports and proposals for USAID grants.

SHALOM CATHOLIC WORKER HOUSE, Kansas City, KS

Summer 2005

Oriented, supervised, and supported each day's volunteers. Supported the day-to-day running of the homeless shelter.

PUBLICATIONS

"Respondent's Brief (full name redacted for purposes of the sample)." (Published as an appendix to practice manual) Available at [URL goes here]. ← If including links, be sure they are working and do not require a password.

PERSONAL AND LANGUAGES

Recognized twice by the Mennonite Mission Network in news articles written about my work at CAIR Coalition. Earned rank of Eagle Scout. Proficient in Spanish and French. Conversational in Italian.