

**MIA L. BECKETT**

1563 Massachusetts Avenue ♦ Cambridge, MA 02138 ♦ (617) 495-3108 ♦ mbeckett@jd13.law.harvard.edu

**EDUCATION**

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**HARVARD LAW SCHOOL**, Candidate for Juris Doctor, May 2013 (Expected)

Activities: *Human Rights Journal*, Subciter  
 Harvard Defenders  
 Harvard Prison Legal Assistance Program  
 Black Law Students Association

**COLUMBIA UNIVERSITY, COLUMBIA COLLEGE**, Bachelor of Arts, Sociology, May 2008

Honors: Kluge Scholar  
 Activities: Community Impact, GED Tutor  
 Double Discovery, Middle School Tutor  
 Columbia College Student Council, Liaison to the School of General Studies  
 Thesis: *Prison Recidivism and the Stabilization of the New York State Criminal Justice System*

**UNIVERSITY OF CAPE TOWN**, Semester abroad with a full course load in social sciences and humanities, Fall 2006

Activities: Students' Health and Welfare Centres Organisation, Children's Home Volunteer

**EXPERIENCE**

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**GOLDMAN, SACHS & CO.**, New York, NY ← This is a good example of private sector experience described in a way that highlights skills relevant to public sector employers. 2008-2010

*Analyst, Fixed Income, Currency & Commodities Legal*  
 Drafted, edited and negotiated terms of non-disclosure agreements (NDA) for all transaction types and business lines. Produced weekly analysis of New York region NDA volume for report to senior legal management. Maintained 50 regulatory licenses for five firm affiliates including applications, regulatory examinations and annual reports. Conducted due diligence on more than 100 firm investments for required reporting to the Federal Reserve.

*Summer Analyst, Employment Law Group (ELG)* Summer 2007  
 Researched legal and regulatory issues for policy development purposes, including for use in firm-wide orientation. Created an online electronic library of global ELG materials for cross-regional use and access.

**COLUMBIA UNIVERSITY OFFICE OF PUBLIC AFFAIRS**, New York, NY 2005-2008

*Assistant to the Office Administrator*  
 Researched media-related university information to respond to public inquiries. Maintained media exposure list for use in managing university public relations.

**FAIRFAX COUNTY PUBLIC SCHOOL SYSTEM**, Fairfax, VA Summer 2005

*Summer Clinic Assistant*  
 Worked closely with school personnel and parents to schedule student disability assessments. Updated student information database used for tracking and addressing student needs during the school year.

**KINGS COUNTY DISTRICT ATTORNEY'S OFFICE**, Brooklyn, NY Fall 2007

*Legal Assistant*  
 Drafted criminal complaints based on interviews with police officers, witnesses, and victims. Liaised with Assistant District Attorneys to determine charges and submitted orders of protection and evidentiary notices.

**OTHER LEADERSHIP AND VOLUNTEER ACTIVITIES**

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**Goldman Sachs Legal, Compliance and Internal Audit Black Network** 2009-2010

*Recruitment, Retention and Advancement Subcommittee Member*

**New York Cares** 2009

*Soup Kitchen Volunteer*

**Columbia University Alumni Representative Committee** 2008- 2009

*Volunteer Admissions Interviewer*

A short section like this may be a good choice for students with community service or leadership activities that took place while they were working after graduation, but are not robust enough to list in the experience section. Note that clear job titles are used in place of longer descriptions.

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 Smaller margins can be okay -- but be sure to do a test print before moving them lower than .75 in.

