

MIA L. BECKETT

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EDUCATION

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

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

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.

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



TINA WAKEFIELD

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EDUCATION

HARVARD LAW SCHOOL, Candidate for J.D., May 2011

Activities: *Harvard Civil Rights-Civil Liberties Law Review*
Human Rights Advocates

DARTMOUTH COLLEGE, B.A. *magna cum laude* in Government, June 2004

Honors: Colby Prize, presented annually to one senior for excellence in Government
Two citations for outstanding work in Government courses

Activities: Government and Psychology Departments, Research Assistant
Big Brother Big Sister, Mentor
Branches Neighborhood After-School Program, Co-Founder and President
Quality Community Council, Community Organizer

Add a brief description if award titles do not provide enough information.



When you have more experience and space is an issue, move research assistant positions and other undergrad roles up to activities.

EXPERIENCE

RESULTS EDUCATIONAL FUND, Washington, D.C.

2007 - 2008

Managed projects, organized political and media outreach, wrote briefings and fact sheets, and coordinated international efforts for global political advocacy campaign to fight poverty and its effects. Functioned as a U.S. liaison to international affiliates in six countries. Served as one of several lead organizers for annual five-day international poverty conference. Worked with consultants to develop a marketing plan and new website for international tuberculosis campaign. Co-wrote two policy papers on U.S. foreign assistance for basic education.

AMERICA VOTES, Washington, D.C.

This is a strong example of how to list two positions at the same organization.

Website and State Resources Coordinator

2006 - 2007

Supported launch of nine state offices for national voter outreach and registration campaign. Coordinated field strategy among state offices and with national office. Managed national website content, online tools, and volunteer database. Wrote briefings and newsletters on organization's activities for potential donors and coalition partners.

Use job titles, dates, and a small space to distinguish the positions. Try not to repeat duties and responsibilities in the descriptions.

Executive Assistant to the President

2005 - 2007

Created and edited briefings, speeches, and presentations for the President. Assisted in high-level fundraising and coalition building.

AMERICA COMING TOGETHER, Manchester, N.H.

Summer - Fall 2004

Developed statewide processes for recruiting and tracking of 5,000 volunteers for voter mobilization campaign. Led team of five full-time volunteers to support field staff in recruiting 2,500 Election Day volunteers. Participated in senior staff meetings to develop and implement Get Out the Vote strategy for New Hampshire.

JOHN KERRY FOR PRESIDENT, Hanover, N.H.

Fall 2003 - Winter 2004

Organized candidate and surrogate events, volunteer recruitment, and voter education and mobilization.