

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.

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

