

Market Your Skills:
Administrative, Analytical, Time Management, Attention to Detail

Michael K. Brady

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EDUCATION:

Northwestern University, Evanston, IL Expected Graduation June 2015
School of Education & Social Policy, Bachelor of Science in Social Policy and Education

- Social Policy Major, Legal Studies Major
- GPA – 3.52/4.00
- Relevant Coursework: Refugee Law, Community Development, Statistics for Social Sciences, Refugee Crisis and Human Rights, Public Interest Litigation, Legal Aspects of Education, State Government

Include all legal experiences to demonstrate industry knowledge

WORK EXPERIENCE:

Intern - The Honorable Judge Robert Ford, Allentown PA June 2013 – September 2013

- Obtained 150 hours observing courtroom proceedings and cases
- Worked directly under the judge and with judge’s law clerk to prepare for trials and hearings

Research Assistant - Northwestern University, Evanston, IL January 2013 – September 2013

- Assisted Professor John Doe with her study of educational policy with pre-school children
- Worked independently to analyze video utilizing coding techniques
- Formulated hypotheses with Professor Doe based on research

Intern- Inspiration Corporation, Chicago, IL January 2013 – May 2013

- Worked alongside the founder of the non-profit to learn ways in which organizations are developed and run, paying special attention to grant writing and community engagement
- Assisted with the successful execution of their annual Art Auction Gala which yields on average \$200,000 from donations and purchases

VOLUNTEER EXPERIENCE:

Community involvement experience is universally viewed positively by employers!

Corps Member- Jumpstart, Chicago, IL Present

- Taught preschool program to low income 3-5 year olds on a monthly basis
- Worked with team of four corps members to plan and execute lessons and activities
- Accumulated over 300 hours throughout the duration of the year from planning, individual classroom assistance, and program implementation

Mentor - Youth Organizations Umbrella (Y.O.U.), Evanston, IL December 2012 – Present

- Attended Y.O.U afterschool program at Stevens Middle School to provide tutoring to 15 students
- Acted as co-facilitator to after school activities including intermural sports or clubs

CAMPUS INVOLVEMENT:

Include law-related activities

Team Member - Northwestern Mock Trial, Evanston, IL 2013 - Present

- Participate in National College Mock Trial competitions with a team of five

Team Member - Students for Sensible Drug Policy, Evanston, IL March 2013 - Present

- Work to mobilize and empower campus community to participate politically in mission of reforming drug policy to most effectively assist communities

SKILLS:

- Computer: Microsoft Office Programs, Proficient typing skills (80 wpm)
- Language: Conversationally fluent in Spanish

Add any foreign language proficiency