

## INTERN

### Highlights

Microsoft Office and Stata programs

### Experience

#### Intern

June 2014 to August 2014 Company Name - City

- Assisted lawyers in their cases paperwork and legal documents.
- Transcribed court notes and minutes,.
- managed schedules.
- Attended to local courts with lawyers to evaluate legal proceedings.
- Hoet, Pelaez, Castillo y Linares Law Firm

#### Intern

May 2013 to August 2013 City

- Organized documentation for legal filings and procedures for lawyers and their cases.
- Collaborated with.
- several of the associates by going to local courts and following their assigned cases.

May 2015 to August 2015 Company Name - City , State

- Performed deli servings, event organization, inventory control, and new staff training.

### Accomplishments

- Active member of the Latin American Association at Boston University (LatAm) 2015-Present Basic Training of the Israeli Army Sept 2013-Dec 2013 Leadership Camp in Israel Aug 2012 Models of the United Nations 2013 Community Service Experiences 2012-2013.

### Education

Economics and Political Science , 2014 Present Boston University GPA: GPA: 3.3 Economics and Political Science GPA: 3.3

High School Diploma : July 2013 Colegio Moral y Luces - City , Venezuela GPA: GPA: 16.18/20 GPA: 16.18/20

### Languages

Spanish (Native), English (fluent) and Hebrew (basic)

### Interests

Piano playing Sports: High School's varsity team player and captain of the soccer team FRATELSA sport club player Mathematics Olympics:

Represented school at National Math Olympics for 5 years

### Additional Information

- Music: Piano playing Sports: High School's varsity team player and captain of the soccer team. FRATELSA sport club player Mathematics Olympics: Represented school at National Math Olympics for 5 years

### Skills

basic) Computer Skills, documentation, staff training, English, Hebrew, inventory control, Law, legal, legal documents, notes, Microsoft Office, Spanish, Stata