

## **Marshall Law**

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### **EDUCATION**

#### **University of St. Thomas School of Law – Minneapolis, MN**

J.D. expected 2008

GPA 3.25/4.0 Rank: 17/150

Dean's List (Top 15%) – three out of four semesters

Dean's Award for Highest Grade in Section: Constitutional Law, Media Law

University of St. Thomas Law Journal, Senior Editor

#### **Indiana University**

B.A. Political Science, 2005

GPA 3.67

Honors: Dean's List (six semesters), Scholarship for Excellence in Liberal Arts

Activities: Pre-Law Society, Big Brothers Big Sisters of Indiana

### **EXPERIENCE**

#### **Black, White & Brown – Plymouth, MN**

*Law Clerk*, June 2007-Present

- Perform wide range of tasks for five attorney general civil practice as sole clerk.
- Draft pleadings and discovery, including complaints, interrogatories, and responses to discovery requests.
- Engage in extensive client contact, including initial interviews and preparation of clients for testimony at depositions.
- Attend settlement conferences and mediations.

#### **Honorable Jan Johnson – Minneapolis, MN**

United States District Court

*Judicial Extern*, Summer 2006

- Reviewed motions and researched relevant case law on criminal and civil matters.
- Drafted opinion memoranda, correspondence to attorneys and judicial decisions.
- Observed pre-trial conferences, settlement conferences, motion hearings and trials.
- Prepared summaries of legal arguments and assisted in preparation of court rulings.

#### **Indiana University Undergraduate Admissions Office – Bloomington, IN**

*Work Study Student*, September 2001-May 2005

- Given increasing responsibility in drafting correspondence and speaking directly with prospective students and their parents.
- Learned basic office procedures and customer service techniques.

#### **Olive Garden Restaurant – Bloomington, IN**

*Server*, Summers 2002 and 2003

- Received performance based promotion.
- Provided service and processed payments for restaurant patrons.
- Trained new employees.