

# John Alfred Smith

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Greenville, NC 27858

## EDUCATION

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### Bachelor of Science in Political Science

May 2021

Concentration: **International Relations**

*East Carolina University, Greenville, NC*

GPA: 3.5

## RELEVANT EXPERIENCE

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### Law Office Assistant

August 2020-Present

*Ricci Law Firm, Greenville, NC*

- Provide proofreading and fact-checking on pleadings and briefs
- Prepare draft client bills, maintain docket calendar, and schedule appointments
- Organize litigation files and order office supplies when needed

### Congressional Intern

May 2020-August 2020

*Office of David Rouzer, Washington, DC*

- Attended 5 hearings on Capitol Hill and prepared briefings on issues affecting constituents
- Researched political issues daily to provide constituents with accurate, informed answers
- Collected press clips for documentation on congressman's news coverage
- Gave informational tours of Capitol to VIP and other visitors

### Intern

May 2019-August 2019

*Nalder Law Office, Raleigh, NC*

- Enhanced knowledge of the law and the procedures for defending cases through regularly studying open cases and assisting with client conferences
- Managed organization's scanning and filing system to ensure correct case documentation

## STUDENT INVOLVEMENT

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*Pi Sigma Alpha Political Science Honor Society, Member*

August 2018-Present

*Pre-Law Society, President*

August 2019-Present

## SKILLS AND CAPABILITIES

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Research

Digital Scanning

Document managing

Analysis

Legal Software

Billing

Microsoft Programs

Type 70+ words a minute

Email management

## VOLUNTEER EXPERIENCE

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### Ambassador

May 2017-January 2017

*The Church of Jesus Christ of Latter-day Saints, Guadalajara, Mexico*

- Gained fluency in Spanish within eight months to effectively present life improvement lessons and communicate with locals
- Planned and conducted weekly improvement training meetings for representatives regarding policies, procedures, successful use of time, and effective teaching methods
- Supervised the productivity of 4 other representatives for 12 weeks