

# CAROLINE KIM

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1655 South Plane Ave. • Flynn, NH 61504 • (921) 555-7415 • ckim@email.com

## EDUCATION

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### **James Reed Jefferson College of Law**

*Candidate for Juris Doctor*

Westfield, CA  
Expected May 2005

- GPA: 3.0
- Best Trial Brief, Chester P. Godward Moot Court Competition
- Valmont Arms Mock Trial Competition Participant
- Member, California Association of Korean Lawyers
- Study Abroad: Nanjing University, Nanjing, China, Spring 2003

### **John Brown University**

*Bachelor of Arts in History*

Mable Grove, CA  
May 2000

*Bachelor of Business in Hotel Management*

January 1998

- Dean's List, all semesters
- League of Korean Americans Merit Scholarship

## EXPERIENCE

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### **Manfreedy, Moon & Vardy**

*Legal Intern*

Charleston, NH  
Summer 2004

*Legal Assistant*

Summer 2003

- Assisted in all aspects of trial preparation for this personal injury litigation firm.
- Wrote motions, responses, client advice letters, and memoranda.
- Investigated plaintiffs' backgrounds; conducted extensive legal research and responded to discovery.
- Filed responses, motions, and briefs at courthouse; attended settlement negotiations and observed trial.
- Proofread attorney briefs and motions
- Assisted in preparing for deposition, including interviewing an expert witness.
- Cross-checked depositions for inconsistencies; consulted with senior partner as to questionable deposition testimony that might be relevant in trial or in future deposing of other witnesses.
- Implemented a new filing system, which resulted in easier access and increased office efficiency.

### **Consultco, Inc.**

*Coordination Analyst*

Mahopac, NY  
2002–2003

- Assisted this business consulting firm by documenting and analyzing internal processes of state and federal government agencies; aided in implementing the proposed business solutions.
- Interviewed staff members in the Albany Department of Transportation's IT department; collaborated with senior management regarding the staff's expressed concerns with procedural inefficiencies; designed new procedural diagrams and job description manuals, which simplified inter-office communications and improved staff efficiency.
- Conducted demographics research and survey analysis; compiled results for presentations to clients using PowerPoint and Excel.

## LOCAL AFFILIATIONS

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- Big Brothers, Little Sisters of America
- Rotary Club
- American Association of Community Theater

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