

Caroline Kim

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

EDUCATION

James Reed Jefferson College of Law

Westfield, CA

Candidate for Juris Doctor, May 2005

- GPA: 3.0
- Best Trial Brief, Chester P. Godward Moot Court Competition
- Participant, Valmont Arms Mock Trial Competition
- Member, California Association of Korean Lawyers

Nanjing University

Nanjing, China

Invited for Study Abroad Program, Spring 2003

John Brown University

Bachelor of Arts in History, May 2000

Bachelor of Business Hotel Management, May 2000

- Dean's list
- League of Korean Americans Merit Scholarship

EXPERIENCE

Manfreedy, Moon & Vardy

Charleston, NH

Intern, Summer 2004

Assisted in all aspects of trial preparation for personal injury firm. Wrote memoranda, motions, responses, letters to clients with advice about their cases, and updated the law firm's website. Worked with attorneys on preparing an expert witness for deposition, and in organizing case files. Researched issues.

Manfreedy, Moon & Vardy

Charleston, NH

Paralegal, Summer 2003

Responded to client calls. Proofread attorneys briefs and motions. Invited to return for Summer 2004.

Consultco, Inc.

Mahopac, NY

Coordination Analyst, 2002- 2003

Assisted business consulting firm with documenting and analyzing internal processes of government agencies. Put together proposals, and presentations for senior management. Assisted in initiating new business solutions.

COMMUNITY INVOLVEMENT

Big Brothers, Little Sisters of America

Rotary Club

American Association of Community Theater