

# Brandi Lederman

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## EDUCATION

### **BACHELOR OF ARTS IN ENGLISH | UNC CHARLOTTE | CHARLOTTE, NC | MAY 20XX**

- Political Science Minor
- GPA: 3.78
- Honors: Dean's List (4 semesters)

## EXPERIENCE

### **FILE CLERK | SUE GREGGOR LAW FIRM | CONCORD, NC | AUGUST 20XX-PRESENT**

- Conducted research and wrote summaries on cases involving contracts and family law.
- Filed court documents, correspondence, and contracts; maintained strict confidentiality.
- Observed court proceedings and client meetings.

### **VOLUNTEER | MATTHEW LEGAL AID CLINIC | MATTHEWS, NC | SUMMERS 20XX & 20XX**

- Conducted brief intake with clients, assessing the area of their legal needs and determining appropriate referral.
- Connected clients with relevant self-help resources, including online legal forms and videos.
- Worked alongside attorneys and law students performing pro bono work.

### **SALES ASSOCIATE | FOOD LION | AUGUST 20XX-DECEMBER 20XX**

- Awarded Employee of the Month for teamwork and creativity.
- Demonstrated a positive attitude and strong customer service skills that were regularly noted by manager.
- Participated in Food Lion's annual Habitat for Humanity build.

## LEADERSHIP EXPERIENCE

### **PRE-LAW SOCIETY – VICE PRESIDENT | JUNE 20XX-PRESENT**

- Worked with UNC Charlotte's Staff Council to create self-help legal resources webpage for staff.
- Demonstrated a positive attitude and strong customer service skills that were regularly noted by manager.

### **STUDENT GOVERNMENT ASSOCIATION – SOPHOMORE CLASS REPRESENTATIVE | JULY 20XX-JUNE 20XX**

- Surveyed sophomores in-person and online to determine key concerns.
- Sat on SGA council to review policy recommendations.

## COMMUNITY SERVICE

### **RACE FOR THE CURE | SPECIAL OLYMPICS | LOAVES AND FISHES FOOD BANK**