

**Marissa White**

1520 St. Olaf Ave

Northfield, MN 55057 United States

Mobile: 5554327869 - Ext:

Email: white10@stolaf.edu

**Work Experience:****Brown Law Firm, P.A.**

100 Water St

Suite 1

Minneapolis, MN 55111 United States

**06/2021 - Present****Hours per week:** 20**Legal Administrative Assistant****Duties, Accomplishments and Related Skills:**

Performed administrative tasks, facilitated client communication, and drafted legal documents for our two attorney staff. Revamped firm intake and workflow processes by efficiently utilizing practice management software. Created over 130 templates for document automation, drastically reducing drafting time.

**Supervisor: Mark Kelly (555-908-2378)****Okay to contact this Supervisor: Yes**

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**Taylor Law Office, PLC**

216 Market St N

Mankato, MN 56001 United States

**06/2021 - Present****Hours per week:** 20**Summer Legal Intern****Duties, Accomplishments and Related Skills:**

Synthesized case law and statutory requirements to brief supervising attorney and recommend case strategy. Coordinated client communications and conducted interviews. Drafting legal memoranda, summons, complaints, and petitions.

**Supervisor: Marsha Foster (783-291-0823)****Okay to contact this Supervisor: Yes**

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**Pizza Palace**

200 S Main Street

Roseville, MN 5513 United States

**05/2020 - 01/2021****Hours per week:** 25**Cook****Duties, Accomplishments and Related Skills:**

Prepared food and provided timely service to customers while maintaining an organized kitchen. Developed rapport with patrons to anticipate their needs and create a welcoming atmosphere.

**Supervisor: Kelly Ridge (238-854-9823)****Okay to contact this Supervisor: Yes**

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**Silver Lake Golf Club**

246 Lily Dr

Minneapolis, MN 55111 United States

**08/2017 - 07/2020****Hours per week:** 20**Waitress, Outside Service, Dishwasher****Duties, Accomplishments and Related Skills:**

Assisted members and guests with merchandise sales and tee time bookings. Organized and facilitated large tournaments and social events using tournament management software. Served with attention to detail, multitasked, and worked with team members to deliver an excellent dining experience.

**Supervisor: Bob Anderson (832-948-2927)****Okay to contact this Supervisor:** Yes**Education:****St. Olaf College** Northfield, MN United States

Some college (no degree) 05/2024

**GPA:** 4.00 of a maximum 4.00**Major:** Political Science, Economics **Minor:** International Relations**Relevant Coursework, Licenses and Certifications:**

Research Experience:

Research Assistant, Economics Department, St. Olaf College

-Conducted literature review of over 60 studies to identify current research on healthcare coordination for comorbid patients.

Highlighted Coursework:

American Conversations Program, International Relations, Principles of Economics, and U.S. and the Spanish Speaking World.

Honors:

-Women's Soccer Coaches Association Academic All-American Scholar

**Blue Ridge High School, Minneapolis, MN United States**

High school diploma or equivalent 06/2020

**GPA:** 4.193 of a maximum 4.00**Relevant Coursework, Licenses and Certifications:**

-Received the Minnesota State Bilingual Gold Seal in Spanish (2020)

-Minnesota State High School League Triple "A" Award State Finalist for excellence in Academics, Arts, and Athletics.

**Language Skills:**

Language	Spoken	Written	Read
Spanish	Intermediate	Intermediate	Intermediate

**Affiliations:**

St. Olaf Pre-Law Student Association - Member

St. Olaf Women's Soccer - Student-Athlete

**References:**

Name	Employer	Title	Phone	Email
Maureen Johnson	Minnesota Tenth Judicial District	Assistant Public Defender	983-292-4847	mjohnsonpd@gmail.com
Stacey Sader	The American University in Cairo	Assistant Professor of History		staceysader@gmail.com
Mark Kelly (*)	Brown Law Firm, P.A.	Managing Attorney	738-584-8843	mark@brown-law.com

(\*) Indicates professional reference

**Additional Information:**

Leadership Activities:

Representative, Board of Regents Student Committee, St. Olaf College.

Present student feedback using data from surveys and personal interviews to the Board of Regents on a tri-annual basis. Met with the Athletic Director monthly to foster dialogue and create actionable recommendations on college policies. Wrote three sections of the student self-advocacy handbook on Title IX, the college budgeting and allocation process, and the college mission.

Women's Soccer Team Representative, Oles Against Inequality, St. Olaf College Athletic Department

Collaborate with other representatives to develop policy on student-athlete conduct. Present on race and gender in sports to facilitate dialogue in the men's and women's soccer programs.

Computer Skills: PC and Macintosh Operating Systems, Microsoft Office, Sharepoint, Excel.