

Marissa White

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EDUCATION

St. Olaf College, Northfield, MN

Anticipated Graduation: 2024

Major: Political Science, Economics | **Concentration:** Internal Relations

GPA: 4.0

Language Proficiency: Intermediate Spanish

Relevant Coursework: American Conversations Program, International Relations, Principles of Economics, United States and the Spanish Speaking World

WORK EXPERIENCE

Legal Administrative Assistant, Brown Law Firm, Philadelphia, Pennsylvania

September 2021 - Present

- Performs administrative tasks, facilitates client communication, and drafts legal documents for two attorneys
- Revamps firm intake and workflow processes by efficiently utilizing practice management software
- Creates over 130 templates for document automation, drastically reducing drafting time
- Instructs a class of 20 students in the use of Excel and developed an Excel tutorial for future lab sections

Summer Legal Intern, Taylor Law Office, Mankato, MN

June - August 2021

- Synthesized case law and statutory requirements to brief supervising attorneys and recommend case strategy
- Coordinated client, communications and conducted interviews
- Drafts legal memory, memoranda, summons, complaints and petitions

Cook, Silver Lake Golf Club, Minneapolis MN

August 2017 - July 2020

- 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
- Served with attention to detail and worked with team members to deliver an excellent customer dining experience

RESEARCH EXPERIENCE

Research Assistant, Economics Department, St. Olaf College

June - August 2023

- Conducted literature review of over 60 studies to identify current research on healthcare coordination for patients
- Analyzed annual trends and performed statistical analysis of treatment for comorbid patients
- Verified accuracy of data collection by ensuring validity of sources and credibility of background literature

LEADERSHIP ACTIVITIES

Member, Pre-Law Student Association, St. Olaf College

September 2021 - Present

- Attends informational speakers and sessions to improve knowledge of the LSAT and law school application process
- Engages with community service opportunities and helps plan upcoming events to benefit pre-law students
- Debates in mock trial competitions while learning how to thoroughly prepare for an appearance in court

Member and Team Representative, Women's Soccer, St. Olaf College

September 2020 - Present

- Received the Women's Soccer Coaches Association Academic All-American Scholar for exceptional academic standing
- Elected by team and coaching staff to represent team and plan future events on the board for Oles Against Inequality
- Provides strong leadership to guide the team while being dedicated to cultivating an environment of success

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

January 2021 - Present

- Presents student feedback using data from surveys and personal interviews to the college board on a tri-annual basis
- Meets with Athletic Director monthly to foster dialogue and creates actionable recommendations on college policies
- Writes Title IX, budgeting and allocation process, and college mission sections for student self-advocacy handbook

SKILLS

PC and Macintosh Operating Systems, Microsoft Office, Sharepoint