

Justice B. Dunn

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EDUCATION

Loyola Marymount University **Los Angeles, CA**
Bachelor of Science Candidate, Political Science May 2024
GPA: 3.6

University of Barcelona **Barcelona, ES**
Semester Abroad Spring 2020

LEGAL EXPERIENCE

Johnson & Johnson, LLP **Los Angeles, CA**
Administrative Assistant 2019 – Present

- Individually transcribe correspondence, i.e. approximately three client-attorney meetings daily
- File pleadings with state and federal court for seven legal proceedings monthly
- Perform trial preparation, i.e. discovery and exhibit construction, on multiple cases as needed
- Coordinate with staff of two paralegals and three office workers in discharge of daily office duties

ADDITIONAL PROFESSIONAL EXPERIENCE

The Tan Company **Los Angeles, CA**
Tanning Consultant 2019

- Communicated with approx. 15-20 customers daily concerning needs, requests, and concerns
- Ensured accurate product totals each night via cross-referencing of purchase orders with stock
- Supervised cleaning procedures of 18 tanning beds daily to ensure adherence to health standards
- Sold tanning merchandise and packages totaling approx. \$1,500 weekly

Office of Admission, Loyola Marymount University **Los Angeles, CA**
Student Assistant 2018 – 2019

- Updated database of approximately 5,000 new and transfer students for precise recordkeeping
- Created in-depth departmental reports for monthly staff meetings via proprietary database system
- Handled requests, concerns, and general inquiries of approx. 350 people monthly
- Led tours to prospective students and families on a daily basis

CAMPUS & COMMUNITY ENGAGEMENT

Phi Delta Phi, Pre-Law Society 2019 – Present
Executive Vice President

- Establish partnerships with regional law firms to foster relationships and gain internship opportunities for chapter members

Heal the Bay 2017 – 2019
Volunteer Coordinator

- Participated in monthly beach cleanups around Southern California
- Coordinated over 50 volunteers and delegated responsibilities before each monthly cleanup

HONORS & AWARDS

Recipient, Phi Delta Phi Hotchkiss Award for Outstanding Chapter Justice
Inductee, National Society of Collegiate Scholars
6-Time Recipient, LMU and National Dean's List

SKILLS & TECHNOLOGY

Advanced with Microsoft Office (Word, Excel, PowerPoint)
Highly proficient with Microsoft Windows and Macintosh Operating Systems
Highly proficient with Westlaw and LexisNexis
Proficient with NetDocs

