

SAMPLE RESUME--GRADS PENDING LICENSE

Ludmilla "Millie" Collins

**123 Broadway Avenue
San Antonio, Texas 78228
(210) 963-6161
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LICENSE

Texas Law License, Pending

EXPERIENCE

DeMott, Mouton and Van Ausdahl, P.C., Austin, Texas 2001-present

Associate Attorney

Draft motions; research deportation issues; write memoranda regarding the applicability of the PATRIOT Act; update immigration petitions; represent clients in administrative hearings.

Law Offices of Michael Collins, Sarasota, Florida 1999-2001

Law Clerk

- Filed documents in federal court
- Maintained library resources
- Researched family law and criminal law issues

(Note: this is an alternative way of listing job responsibilities. Use only one way for all jobs.)

Foley's Department Stores, Incorporated, Denton, Texas 1997-1999

Department Manager, Linen Department

Supervised six employees; accounted for register balance of over \$50,000 nightly; ordered \$200,000 worth of inventory monthly.

United States Army, Fort Leonard Wood, Missouri 1996-1997

Private First Class, Automotive Mechanic I

Repaired and maintained approximately 200 vehicles and pieces of equipment; received various awards.

Variety of on-campus and service positions to finance education, 1990-1996

EDUCATION

St. Mary's University School of Law, San Antonio, Texas

Juris Doctor, 2001

Rank: Top 24%

Grade Point Average: 2.88

Honors and Activities:

The Scholar, Associate Editor, 2000-2001

Comment, *An Analysis of Enron*, 34 ST. MARY'S L.J. 2001

Moot Court Competition, Best Speaker 3 out of 4 rounds

Hamline University School of Law, St. Paul, Minnesota

Ludmilla "Millie" Collins

Alternative Dispute Resolution Certificate, 2003

Completed 30 hour general alternative dispute resolution training course

Oklahoma State University, Stillwater, Oklahoma

Master of Business Administration, Accounting, 1996

Thesis: "Ethics in Accounting: Reviving a Dead Concept"

Honors and Activities:

Graduated *cum laude*

Dean's List 1995

Northwestern University, Evanston, Illinois

Bachelor of Science, Major: Economics; Minor: Accounting, 1994

Honors and Activities:

John Jones Scholarship, Recipient, 1994

Worked to finance 100% of academic and living expenses

ORGANIZATIONS AND MEMBERSHIPS

San Antonio Young Lawyers Association, 2001-present

San Antonio Bar Association, student member responsible for food drive at St.

Mary's University School of Law, 2000

Oklahoma Certified Public Accountants Association, Treasurer 1996

PROFESSIONAL CERTIFICATIONS

Certified Public Accountant

PUBLICATIONS

"Liability for Creative Accounting: A Review of New Laws", 6 Accounting Ethics 95, 1996

LANGUAGES

Fluent in Spanish; read and write Mandarin.

COMPUTER SKILLS

Proficient in several accounting programs; experienced with ProDoc.

COMMUNITY ACTIVITIES

Talking Tapes for the Blind, Volunteer Reader

SKILLS AND INTERESTS

Teach self-defense courses; train and show German Shepherds; golf; run in Breast Cancer Awareness fund-raising races; cook Thai food.