

# Lauren Gopher

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## EDUCATION

*Bachelor of Science in Philosophy with Business Management Minor*  
Goucher College, Baltimore, MD  
Overall GPA: 3.5

May 20xx

## RELATED EXPERIENCE

*Legal Assistant*

June 20xx – present

Baldwin, Goldbaum, and Schmidt, LLP, Baltimore, MD

- Organize cases by establishing and systematizing files; monitor calendars; document actions for lawyers and clients; input information into file database and case management software
- Write demand letters for attorneys; practice formulating and analyzing arguments
- Inform clients about case progress
- Develop critical thinking skills and expand ability to envision alternate scenarios through meetings with attorneys to discuss specific cases

*Analyst Intern*

June 20xx – August 20xx

Maryland Government, Annapolis, MD

- Interpreted data and organized into an online database
- Communicated with supervisor to research and write weekly emails for fellow staff members
- Coordinated events and activities with co-workers through local contacts

*Student Assistant*

September 20xx – May 20xx

Goucher College Student Administrative Services, Baltimore, MD

- Input data entries into PowerCampus and maintained an organized filing system
- Determined hardware and software issues and resolved them for efficient computer use

## CAMPUS INVOLVEMENT

*Attendee*

September 20xx – present

The Philosophy Forum

- Discuss various philosophical issues with fellow attendees once a week

*Vice President*

October 20xx – May 20xx

Goucher College Democratic Association

- Assisted the president in coordinating tasks and campus-wide events such as Political Awareness Day
- Guided executive board members to delegate activities and initiatives

*Member*

November 20xx – October 20xx

Model Senate

- Attended meetings to discuss law-related current events
- Educated a high school class of 30 about the U.S. Senate and its inner workings

## ADDITIONAL EXPERIENCE

*Waitress*

November 20xx – August 20xx

Red Robin, Towson, MD

- Prioritized tasks to manage service to 15 customers simultaneously in a fast-paced environment
- Aided customers based on their individual and unique needs while remaining professional and friendly