

Miles Talesh

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EDUCATION

University of California, Irvine

June 20XX

Bachelor of Arts, Criminology, Law, and Society
Bachelor of Arts, Psychology and Social Behavior
GPA: 3.84

LEGAL EXPERIENCE

Heston & Heston, Attorneys at Law | Irvine, CA

June 20XX – Present

Legal Assistant; 25 hours/week

- Prepare, serve, and file legal documents with the courts
- Communicate with clients, creditors, or bankruptcy trustees to collect necessary or missing documentation to complete bankruptcy petitions and with court personnel to confirm hearings or depositions
- Draw up invoices, bill clients, and make collection calls
- Open new cases, get files set up, and collect initial documents to start bankruptcy petition
- Close and archive all discharged or dismissed cases
- Assist attorneys prepare for hearing by preparing the file, documents, and putting together exhibit binders
- Perform general office duties, such as answering phones, filing, copying, scanning, faxing, preparing mail, and typing correspondence

Community Service Programs, Dispute Resolution Services | Santa Ana, CA

April 20XX – Present

Volunteer Mediator; 10 hours/week

- Mediate small claims and civil harassment cases at the Orange County Superior Courts in Newport Beach and Santa Ana
- Intake of all contested cases during small claims calendar to match mediators with parties willing to go to mediation
- Complete 40 hours of basic mediation training and the additional advanced training for civil harassment cases

The Law Offices of Adrienne D. Cohen | Santa Ana, CA

January 20XX – March 20XX

Legal Intern; 10 hours/week

- Shadowed and observed attorneys in mediations, court appearances, mandatory settlement conferences, arbitrations, etc.
- Collaborated with another intern to ensure daily tasks were completed efficiently and correctly
- Initiated communication with file clerk and attorneys in order to take on more tasks and responsibilities
- Scanned, sorted, and filed all documents into the appropriate files
- Assisted attorneys by assembling exhibits to be attached to legal documents
- Assisted file clerks sort through then close inactive cases

The Law Office of Bruce C. Bridgman | Irvine, CA

August 20XX – December 20XX

Legal Intern; 10 hours/week

- Assisted attorneys by filling out necessary legal documents, such as the Immigrant Petition form
- Observed client meetings, consultations, court preparations, and mediations
- Created templates to be used for case preparation and the writing of case briefs
- Translated legal documents, such as marriage licenses and birth certificates, from Spanish to English
- Coordinated with the court, police detectives, and attorneys to obtain the necessary information to further a case
- Performed general office duties, such as filing, photocopying, typing correspondence, scanning, and answering phone calls

ADDITIONAL EXPERIENCE

University of California, Irvine, Career Center | Irvine, CA

June 20XX – June 20XX

Sacramento Internship Program (SIP) Coordinator; 15-20 hours/week

- Instructed 41 students on job searching strategies, professional skills and etiquette, and networking
- Advised and collaborated with students to assist them find, apply, and get placed at meaningful internships to further their professional development
- Oversaw program participants to provide them the necessary resources for their career development and internship search
- Developed the program's schedule detailing workshops to be held for selected students to guide them through their internship search and to instruct them about job searching strategies, professional skills/etiquette, and networking
- Corresponded with students, professors, and student organizations expressing interest in the program to recruit students

- Conducted informational sessions to market program to potential students
- Assisted the front desk by approving jobs and employer registrations for online job database, educating students about the various services provided by the Career Center, directing students and employers to the appropriate resources, answering phones, and performing clerical tasks

University of California, Irvine, Career Center | Irvine, CA

January 20XX – June 20XX

UCDC and SIP (Sacramento Internship Program) Student Assistant; 10-15 hours/week

- Advised students on program deadlines, forms, and important dates
- Communicated and coordinated with student coordinators to ensure proper filing of paperwork, documents, and the enforcement of policies
- Redirected students to appropriate resources in order to fulfill their needs
- Resolved problems or conflicts that students or student coordinators encounter
- Managed both UCDC and SIP programs by entering data for all program documents, attendance, and assignments in Microsoft Office Excel spreadsheet
- Marketed for both programs by tabling, passing out flyers, and constructing a list of all clubs and professors to market the program to
- Assisted in the organization of the receptions by publicizing, designing reception's program as well as students' certificates and awards, creating the reception's agenda, catering, and greeting guests

Team of Advocates for Special Kids (T.A.S.K.) | Anaheim, CA

July 20XX – June 20XX

Volunteer; Summer: 10 hours/week; Academic: volunteer basis (not weekly)

- Assisted the Summer Camp by managing several stations, developing plans, and setting up activities for approximately 40 children with special needs, such as Autism or Down Syndrome
- Instructed children with disabilities to enhance various skills, such as communication, computer, and reading skills
- Set up for workshops by testing equipment to ensure that it works properly and preparing necessary documents and flyers

RESEARCH

University of California, Irvine, Memory and Development Lab | Irvine, CA

June 20XX – Present

Study Manager and Research Assistant; 10-15 hours/week

- Oversee a study examining the cognitive functioning of children with Down syndrome
- Train 5 research assistants to code toddler's behaviors and to schedule/recruit new participants
- Coordinate between faculty mentor, graduate students, lab manager, and other undergraduate research assistants to ensure things are done correctly and smoothly
- Input, organize, and clean up data from several infant studies to be analyzed
- Schedule participants by calling potential participants, scheduling participants, maintaining lab calendar, and making sure all paperwork, such as the research consent form and the participant folder, is ready for participant upon arrival
- Code toddlers' behavior from video recordings of previous infant studies according to study guidelines prior to preparing the data for analysis
- Submit two research proposals to present research findings at the end of the year about the cognitive function of children with Down syndrome, more specifically the effects of social interaction on the children with Down syndrome's ability to generalize learned behaviors across various cues and context

RESEARCH PRESENTATIONS

UCI Undergraduate Research Symposium

May 20XX

SKILLS

Computer: Proficient with Microsoft Office Suite, including Word, PowerPoint, Excel, and Outlook, and both Mac and PC
 Languages: Arabic (conversational) and Spanish (read and write)

CERTIFICATIONS

Basic Mediation and Advanced Civil Harassment Mediation

HONORS AND AWARDS

Dean's Honor Roll

9 Quarters

Campuswide Honors Program

June 20XX – Present

National Society of Leadership and Success – Honors Society

March 20XX – Present

Psi Chi, The International Honor Society in Psychology

November 20XX – Present

Chancellor's Award of Distinction

May 20XX