

# James (Jim) Akunowicz

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## EDUCATION

### **University of California, Irvine**

June 20XX

Bachelor of Arts in English

Bachelor of Arts in Political Science, emphasis in International Relations

## EXPERIENCE

Orange County District Attorney's Office, Santa Ana

June

20XX-August 20XX

### **Law Clerk**

- Wrote court motions and summaries of police reports from agencies for Deputy District Attorneys
- Organized binders consisting of police reports and interview transcripts in order to prepare Deputy District Attorneys for witness testimonies during preliminary hearings
- Attended training sessions conducted by Deputy District Attorneys and the District Attorney's Professional Responsibility & Training Unit on topics such as jury trial preparation
- Shadowed Deputy District Attorneys to observe and ask questions concerning hearings, and trials

Division of Career Pathways, University of California, Irvine

September

20XX-June 20XX

### **Peer Consultant**

- Educated students about the services provided by Division of Career Pathways during outreach events
- Organized and moderated a panel of current students and recent alumni sharing experiences in pursuing career paths in law and politics for an audience of 30+ students
- Critiqued resumes and cover letters for students during walk-in sessions

Associated Students, University of California, Irvine

May

20XX-June 20XX

### **Legal Clinic Commissioner**

- Collaborated with the Orange County Public Defender's Office, as well as 10+ other legal organizations in Orange County to coordinate a Legal Resource Fair to connect over 100 undergraduate students to affordable, local legal services
- Managed a budget of over \$1,000 for booking event spaces and purchasing items for events and raffles
- Corresponded with Administration and Associated Students Executives to work toward establishing a Legal Clinic to provide affordable legal assistance and resources for undergraduate students
- Oversaw and delegated tasks to a team of 8 interns for commission

United States House of Representatives, Washington, D. C.

### **D.C. Office Intern – University of California, District of Columbia (UCDC) Summer Program**

June

20XX-August 20XX

- Composed Congressional Records honoring constituents for the Congresswoman to read on the House Floor
- Created a legislative project by formulating a bill to combat pollution in the Inland Empire that was selected by the Congresswoman to be further developed by legislative staff
- Crafted briefing memos for staffers concerning topics such as defense, foreign affairs, and voting rights
- Corresponded with constituents while conducting tours of the United States Capitol Building
- Logged constituent and agency letters, phone calls, and business cards in Fireside21 (constituent correspondent database)

## RESEARCH

University of California, Irvine School of Social Sciences

June

20XX-September 20XX

### **Summer Undergraduate Research Program (SURP) Fellow**

- Researched France's Yellow Vest movement by examining function, structure, and behavior of the group, as well as investigated whether or not the movement should be classified as extremism; wrote a paper about findings

## SKILLS

- Computer: Microsoft Office (Word, Excel, Powerpoint, Office 365), Adobe Acrobat, Canva
- Language: French (moderate proficiency)