

Elizabeth (Beth) Jones

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EDUCATION

University of California, Irvine

June 20XX

Bachelor of Arts, Criminology Law & Society

GPA: 3.70; Dean's Honors List: 2 quarters

Relevant Coursework: Sociology of Law, Criminology Theory, Constitutional Law

WORK EXPERIENCE

Wai & Conner, Irvine, CA

March 20XX- Present

File Clerk

- Manage high-volume document processing and file administration including: filing, scanning, and photocopying legal documents.
- Provide comprehensive administrative support to 5+ attorneys in a fast-paced legal environment by organizing and prioritizing multiple tasks, processing 100+ documents daily.

UC Irvine, School of Law, Irvine, CA

April 20XX - July 20XX

Finance Student Worker

- Processed 200+ financial documents and transactions including reimbursements, invoice payments, using KFS systems while maintaining confidentiality weekly.
- Collaborated with the finance team of 4 as a self-starter to complete special projects, and exercised sound judgement in prioritizing daily tasks to streamline workflow.

LEADERSHIP EXPERIENCE

American Red Cross Club, UC Irvine, Irvine, CA

March 20XX - Present

Secretary

- Coordinated club operations and communications for 100+ active members by managing meeting agendas, maintaining accurate records, and facilitating member engagement.
- Streamlined organizational processes by overseeing membership management, documenting volunteer contributions events (beach and campus clean ups, food pantries, hospital visits), and supporting board members in executing 15+ service events per quarter.

VOLUNTEER EXPERIENCE

West Valley Soup Kitchen

September 20XX - June 20XX

Volunteer

- Prepared and served nutritious meals to 150+ individuals experiencing food insecurity, creating a warming environment.
- Collaborated with a team of 20+ volunteers to efficiently manage kitchen operations, including food preparation, serving lines, cleanup, and inventory organization.

SKILLS

Microsoft Office Suite, Google Workspace

Language: Spanish, Portuguese