

# MARTHA GOMEZ

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## SKILLS

Advanced Excel, Proficient in Lexis Nexis; Case Homepage; Onelegal, fluent in written and spoken Spanish.

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## EDUCATION

Mills College, Oakland, CA

Expected Graduation XXXX

Bachelor of Arts in Economics with a Spanish and Spanish American Studies minor

- GPA: Major: 3.8 (Graduated with Academic Honors in Economics)
  - Completed Mills College's Summer Academic Workshop; a four week intensive summer academic program focusing on social justice issues such as race, class and inequality (Summer xxxx)
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## EXPERIENCE

*Legal Assistant, Lattie, Malanga, & Libertino*, LLC, Los Angeles, CA

Summer XXXX

- Managed homeowner documentation for 500 client households
- Promptly serve case documents and communicate with the defense counsel to facilitate the settlement of construction defect cases
- Coordinated with homeowners, experts and defense counsel in preparing and scheduling home inspections, testing and depositions.

*Operations Assistant, U.S District Court Pretrial Services*, Oakland, CA

XX/XXXX-XX/XXXX

- Promoted from Intern to Operations Assistant within two years
- Successfully prepared succinct and accurate Criminal Record Check reports for Court Hearings under tight time constraints
- Drafted thorough Post-bail Investigation reports outlining defendant's criminal and personal background for bail assessment.

*Intern, U.S District Court Pretrial Services*, Oakland, CA

XX/XXXX-XX/XXXX

- Managed a caseload of 300 defendants and updated their information on an outline database
- Promptly and accurately updated entries into supervision/investigate case files' chronological records
- Submitted Criminal Record Check reports for detained defendants and those on unsupervised release

*Housing & Employment Clinic Volunteer, Centro Legal de la Raza*, Oakland, CA

XX/XXXX-XX/XXXX

- Assessed and appropriately acted on client's housing and employment situations
  - Drafted demand letters to landlords and employers for issues such as un-inhabitable conditions, unpaid wages, etc.
  - Translated demand letters to Spanish speaking clients to confirm that their legal issues are being addressed.
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## HONORS

- Mills College Academic Honors (Fall xxxx, Spring xxxx, Fall xxxx, Spring xxxx)
  - Palladium Award- for academic success and serving the Mills Community (xxxx)
  - Mills College Leadership Awards- Outstanding Senior (xxxx)
  - Omicron Delta Epsilon Member- International Honorary Society for Economics (xxxx)
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## ACTIVITIES

*Mentor, Youth Law Academy*, Oakland, CA

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*Co-President Mujeres Unidas*, Mills College, Oakland, CA

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