Aj **Fouts**

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PROFILE **Third year student** at Antioch College. Student tutor with 3.46 GPA.

**Interested in politics, housing policy and finance,** and hope to pursue a career within a relevant field.

**Knowledgeable in** finance and accounting, economics, event planning and community engagement.



EDUCATION **Political Economy Major** w/ Japanese Language Focus (B.A.) - 3.46 GPA

Antioch College, Yellow Springs, OH 45387

Intended Graduation June 2018

Served as student tutor within my major and for the local high school, have worked in alumni relations, admissions and financial aid, and finance departments, and have consistently made Dean’s List.



EXPERIENCE **Regional Bankruptcy Center of Southeast Pennsylvania, Philadelphia, PA - Legal Assistant**

Provided basic clerical work to maintain office environment, aided in legal research and headed case-specific research projects. Responsible for the electronic filing of documents with the Court(s), communicating with clients regarding the status of their case, and guiding the clients through the bankruptcy process, through e-mail, telephone calls, and in-person meetings. Accompanied lead attorney to Court and various business meetings to act as personal assistant.

**Outten & Golden, LLP, New York City, NY - Paralegal Intern**

Responsible for compiling case binders, indexing defendant document productions, completing potential client intakes, and participating in call projects and case research using Westlaw and similar platforms. Developed an extensive knowledge of employment law, time-keeping software, FTP programs, and Adobe and Microsoft suites. Honed interpersonal skills and professional attitude.

**Antioch College, Finance Office, Yellow Springs, OH - Office Aid**

Provide secretarial and clerical work within the finance department, such as copying, filing, organizing, etc. Prepare outgoing checks on a weekly basis and create systems in which to gather budget data more efficiently. Gained extensive knowledge on accounts payable, and to develop proficient Microsoft Word and Excel skills.

**Antioch College, Admissions and Financial Aid Office, Yellow Springs, OH - Office Aid**

Provide clerical work within the admissions and financial aid department, such as participating in call projects, and online database organization of prospective and admitted students documentation. Frequently represent Antioch College at local and out-of-state college and career fairs. Aid in event planning of campus visit days and provide small group tours.



SKILLS **Adobe Software Microsoft Office FTP Background**

**Legal Research Electronic Filing Data Entry**

**Organization Event Planning Google Office**

**Budget Reporting Time Management Advanced Statistics & Calculus**



REFERENCES **Available Upon Request.**