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EXPERIENCE:

01/2014 – Present, Purple Land Management, LLC, St. Clairsville, Ohio

Sr. Landman

- Oversee numerous projects, tracked progress of participants, and updated superiors on participant performance and project development
- Construct chain of title and mineral ownership reports
- Analyze deeds, oil and gas leases, assignments, well records, mortgages, civil court, and probate records for impacts on surface and mineral estates
- Examine and review title and ownership reports, as well as other employee work product, before submission to client

07/2012 – 08/2012. White & Associates, PC, Los Angeles, CA

Legal Intern

- Drafted correspondence to clients in order to simplify complex directions related to visa applications
- Prepared legal memoranda for visa clients to be submitted to the U.S. Department of State
- Researched various topics on department and agency policy related to United States immigration visas

01/2012 – 06/2012, West Virginia University Immigration Law Clinic, Morgantown, WV

Student Attorney

- Worked on cases involving naturalization application applications and asylum petitions
- Interviewed potential clinic clients
- Prepared and compiled EOIR, USCIS and DHS/ICE filings

05/2011 – 07/2012, West Virginia University Foundation, Morgantown, WV

Student Caller

- Kept alumni and donors up-to-date on developments concerning the university and individual colleges
- Handled alumni donations and information requests
- Raised over \$50,000 total for university programs, organizations and academic units

01/2009 – 05/2009, United States Department of Justice, Washington, D.C.

Domestic Security Section Intern

- Reviewed and analyzed case information, such as records and court transcripts, and put together summary outlines and timelines in order to synthesize multiple pieces of case information
- Performed research on human rights violations worldwide and created reference materials for the section's attorneys
- Prepared presentations on the American legal system and particular cases for meetings with foreign officials

EDUCATION:

08/2010 – 05/2013, West Virginia University College of Law, Morgantown, WV

Juris Doctor, Law

- Member of Student Bar Association, Federalist Society and OutLaw
- Volunteered with various student community service projects
- Placed emphasis on courses pertaining to legislation and federal policy areas

08/2006 – 05/2009, West Chester University of Pennsylvania, West Chester, PA

Bachelor of Arts, Political Science, magna cum laude

- Dean's List
- Member of Pi Sigma Alpha, National Political Science Honor Society
- Placed emphasis on courses pertaining to federal government and foreign policy

PROFESSIONAL ASSOCIATIONS:

- Bar of the Commonwealth of Pennsylvania