**EDUCATION**

**St. Mary’s University School of Law**, San Antonio, Texas

GPA: 2.70/B-, Juris Doctor Expected, December 2012

**University of Texas San Antonio**,San Antonio, Texas

Bachelor of Arts in Communication, May 2005

**EXPERIENCE**

**St. Mary’s University Center For Legal and Social Justice** San Antonio, Texas

Student Attorney May 2011- Present

* Research legal issues and draft pleadings, petitions, legal memoranda and client letters.
* Cases include wills and estate documents drafting and execution, divorce proceedings, consumer protection, family law, identity protection and other civil matters

**St. Mary’s University School of Law**, San Antonio, Texas

Research Fellow, Center for Terrorism Law January 2010-Present

* Examine current and potential legal issues related to terrorism in light of the challenge of achieving and maintaining a proper balance between global security and civil justice.

Scholar, Center for World Legal Problems July 2010-August 2010

* International Study Abroad program held in Innsbruck, Austria. Area of focus includes legal issues of an international nature and their global impact.

**United States Coast Guard (USCG),** Washington, District of Columbia

Commandant’s Leadership Excellence and Diversity Council December 2011- Present

* Evaluate legal issues based of state and federal law and make recommendations for changes
* Interpret Texas codes and statutes as needed for various areas of the law

Member, Commandant’s Diversity Advisory CouncilApril 2008- December 2011

* Advise the Commandant of the Coast Guard in matters pertaining to diversity that have a major impact on the Coast Guard's Active duty, Reserve, Auxiliary, and Civil Employees, and their families
* Provide action items to align the Coast Guard's policies and procedures to give equal access to programs for its disabled employees
* Represent the interests of the disabled directly to senior government officials on behalf of the Coast Guard, and represent the Commandant to disabled employees when so directed

Legal Extern, Legal Affairs Office Headquarters District 8 May 2010-July 2010

* Researched legal issues related to Texas and Federal law and drafted legal memoranda
* Interviewed client in relation to medical malpractice suit to determine if facts supported legal action

Leadership and Management School Instructor February 2007 -April 2008

* Provided leadership training to active duty, reserve and auxiliary Coast Guard personnel. Course topics included personal leader’s perspective, problem solving, performance management, motivation, and strategic thinking

**Department of the Air Force, 37th Services Wing,** Lackland Air Force Base, Texas

Summer Intern for Information Technology Support Team August 2006 to October 2006

* Provided support to base level infrastructure as a base level system administrator
* Installed and updated system images for servers and workstations and resolved user account issues through phone support

**Department of Defense, Civilian Personnel Management Service**, Randolph Air Force Base, Texas

Summer Intern May 2005 -September 2005

* Researched and tested personnel systems for Section 508 (Rehab Act of 1973) compliance
* Supported work for all aspects of Defense Civilian Personnel Data System

**United States Coast Guard Auxiliary (USCG), District 8 Coastal Region,** New Orleans, Louisiana

National High Frequency Network Manager for Telecommunications Resources Branch 2005-2007

* Developed training program for telecommunications network procedures
* Worked with active duty counterparts to improve national Auxiliary contingent communications plan

District Executive Assistant for Security USCG Auxiliary April 2004 -June 2005

* Created and implemented personnel security program at the district level
* Provided oversight to ensure all forms are filled out correctly and in a timely manner

Division Communications Staff Officer USCG Auxiliary December 2003 -April 2004

* Managed all telecommunications assets in the division
* Ensured all communications officers and operators were trained in radiotelephone procedures

Administrative Aide to Director of Auxiliary July 2002 -April 2004

* Interfaced with Auxiliary personnel regarding policy or directives disputes
* Developed and implemented new Auxiliary Identification Card (CG form 2650 series) adopted as nationwide standard
* Coordinated travel arrangements for Director; provided conference logistics

**United States Marine Corps Recruiting Station**, San Antonio, Texas and Anchorage, Alaska

Honorary Military Recruiter 1998 -2000

* Processed applications for enlistment in United States Marine Corps

**United States Air Force Auxiliary Civil Air Patrol**, Randolph Air Force Base, Texas; Elmendorf Air Force Base, Alaska

Communications Officer 1995-2001

* Trained officer and cadet personnel on radio procedure
* Coordinated acquisition and disbursement of radio equipment during search and rescue missions Coordinated communications support for drills and active missions as directed by United States Air Force Rescue Coordination Center

**AWARDS ACHIEVEMENTS AND COMMUNITY ACTIVITIES**

* St. Mary’s University Center for Legal and Social Justice, Wills Clinic, Fall 2010 and Fall 2011
* Nominee for Presidential Citizen’s Medal 2010 and 2012
* Presidential Volunteer Service Award (Gold Level)
* The Presidential Unit Citation (given to the Coast Guard by President G.W. Bush for "service rendered during Hurricane Katrina and Rita")
* Three Civil Air Patrol National Commander's Commendations ; Two Search and Rescue Ribbons
* Two Coast Guard Auxiliary Commandant Letter of Commendation Awards
* Two United States Coast Guard Meritorious Team Awards
* Two United States Coast Guard Meritorious Unit Commendations with operational “O” device
* Department of Transportation 911 Ribbon (awarded to Coast Guard members whose actions contributed to recovery after the terrorists attack of September 11, 2001)
* Boy Scouts of America Eagle Scout (highest rank, only 1 % of all Boy Scouts attain this rank)
* Boy Scouts of America, Radio Merit Badge Educator, 1996-Present
* General Class Amateur Radio Operator -fluent in International Morse Code

**SECURITY CLEARANCE**

* United States Security Clearance: Secret Level