

# MAGGIE SMITH

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## EDUCATION

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**University of Wisconsin Law School** Madison, WI  
*Juris Doctor Candidate* May 2018

GPA: 3.45 (Top 20%)  
Honors: Earned Highest Grade in Contracts I (Fall 2015)  
Activities: Women's Law Student Association, *IL Student Representative*  
Black Law Student Association  
Pro Bono: Veterans' Law Clinic, *Student Volunteer*

**University of Wisconsin-Madison** Madison, WI  
*Bachelor of Science in Biology and Bachelor of Arts in Political Science* May 2014

GPA: 3.8, *cum laude*  
Activities: University of Wisconsin Marching Band, Trumpet Section, *First Chair*  
Model United Nations Association, *Vice President*

## EXPERIENCE

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**Epix Systems** Verona, WI  
*Legal Assistant* June 2014 - August 2017

- Drafted and edited software agreements
- Responded to client concerns and questions regarding contracts
- Prepared and distributed information requests, and monitored and cataloged responses
- Coordinated document productions

**Medical Systems, Inc.** Greenfield, WI  
*Records Department* May 2013 - August 2013

- Sorted medical records for workmen's compensation lawsuits
- Retrieved and relayed information to medical practitioners
- Implemented records keeping strategies and systems to enhance the ease of record keeping

**University of Wisconsin-Madison Political Science Dept.** Madison, WI  
*Research Assistant* June 2012 - July 2013

- Transcribed investor interviews for project on global finance and credit ratings
- Researched and applied the International Organization of Securities Commissions' standard for securities regulation

## INTERESTS

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Playing the Violin, Genetics Research, and Baking Pies