

Michael A. Phelps

123 N. Lake St. Apt. 2, Madison, WI 53703 ▪ (414) 555-1234 ▪ maphelps2@wisc.edu

Education

University of Wisconsin Law School Madison, WI
Juris Doctor Candidate May 2020

GPA: 3.34 (Top 25%)
Moot Court: Moot Court Board

Northwestern University Evanston, IL
Bachelor of Arts in Political Science, Minor in Business Institutions May 2017

GPA: 3.54
Leadership: Residence Hall Association, Executive Treasurer
Activities: Provost's Advisory Committee on Housing
Delta Chi Fraternity, President and Executive Risk Management Advisor

Experience

Opitz Realty, Inc. Madison, WI
Resident Manager for State Street Apartment Complex July 2017 – Present

- Live on-site managing 40-unit apartment building
- Show units to prospective tenants, determine applicants' eligibility, execute leases, process rent payments

Cook County State's Attorney's Office Skokie, IL
Law Clerk, Chicago Felony Courtroom, Criminal Division, District 2 May – August 2019

- Maintained daily court call and administrative docketing of cases; attended court daily
- Tracked status of cases and kept clients apprised
- Drafted and filed pleadings, motions, and court records

Wisconsin Department of Justice Madison, WI
Intern, Division of Legal Services – State Programs, Administration and Revenue Unit May – August 2018

- Drafted Department's brief for Circuit Court case and memos to supervising Assistant Attorneys General
- Researched legal issues and drafted legal memoranda using the State's Legislative Reference Bureau, the State Law Library, and online databases
- Researched, wrote and edited drafts of official Attorney General opinions

U.S. Congressman F. James Sensenbrenner, Jr. Brookfield, WI
District Office Intern June – August 2015

- Managed research projects with federal agencies to aid in the completion of constituent casework
- Corresponded with constituents, explained congressional resources, and addressed concerns

Community Service

American Legion Wisconsin Boys State Ripon, WI
Volunteer Counselor June 2012 – Present

- Mentor 30 young men annually to become excellent citizens and community leaders
- Encourage appreciation for U.S. Veterans; develop self-confidence and promote scholarship