

MAGGIE SMITH

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EDUCATION

University of Wisconsin Law School Madison, WI
Juris Doctor Candidate May 2028

GPA: 3.47 (Top 40%)
Honors: Earned Highest Grade in Contracts I (Fall 2025)
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 2023

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

EXPERIENCE

Law & Entrepreneurship Clinic, University of Wisconsin Law School Madison, WI
Clinical Law Student Anticipated start Fall 2026

Epix Systems Verona, WI
Legal Assistant September 2023 - August 2025

- 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. Greenville, WI; Remote
Records Department May 2023 - August 2023

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

Receptionist

- Answered 25+ calls daily and directed callers to appropriate personnel
- Greeted guests and coworkers with a positive attitude, managed visitor log software

University of Wisconsin-Madison Political Science Dept. Madison, WI
Research Assistant June 2021 - July 2022

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

Great Dane Pub & Brewing Co. Madison, WI
Server May 2021 - August 2022

- Maintained extensive knowledge of food and beverage menu to answer guest questions
- Surpassed sales targets regularly
- Collaborated with waitstaff to ensure service was efficient and customer forward

INTERESTS

Playing the Violin, Traveling to South America, and Baking Pies