

MAGGIE SMITH

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EDUCATION

University of Wisconsin Law School

Madison, WI

Juris Doctor Candidate

May 2025

- GPA: 3.45 (Top 20%)
- Honors: Earned Highest Grade in Contracts I (Fall 2022)
- 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 2020

- 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 2023

Epix Systems

Verona, WI

Legal Assistant

September 2020 - August 2022

- 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 2020 - August 2020

- 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 2018 - July 2019

- 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 2018 - August 2019

- 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