



Julia Langeland

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I am a first-year graduate entry law student at the University of Galway (NUI Galway). I have six months of previous work experience as a legal assistant and am well-equipped to integrate into a fast-paced, busy office environment. My four years of undergraduate experience in the United States, my semester spent studying law in the United Kingdom, and my recent decision to begin my legal career in the Republic of Ireland prove that I seek out new challenges and adapt to new environments with ease.

Employment **Perdue Brandon Fielder Collins & Mott, LLP / Legal Assistant**

JANUARY 2022 - JUNE 2022, HOUSTON, TX

Relevant work experience: drafting, generating, and e-filing original petitions, interventions, amended petitions, and amended interventions in delinquent tax suits, conducting basic property tax research, corresponding with our firm's attorneys and the district clerk's office.

Relevant Skills:

- Proficiency in Docuware, 3CX, Outlook, Microsoft Excel, Microsoft Word, Powerpoint, Google Docs, Google Calendar, Google Sheets, Gmail, Google slides, Zoom, Teams, and Skype
- Operating proprietary delinquent tax suit software
- Generating petitions and interventions for delinquent tax suits
- Amending petitions and interventions for delinquent tax suits
- Generating alias citations
- E-filing documents with the Harris County District Clerk's office
- Researching properties via appraisal district website
- Contacting taxing entities such as utility districts and school districts
- In-person and over-the-phone customer service

Champions Concessions / Seasonal Sales Assistant

AUGUST 2018 - DECEMBER 2021, MAGNOLIA, TX

Relevant work experience: Selling garments in a boutique retail environment, assisting and advising customers, entering sales and taking cash and card payments via a PoS systems, restocking wares, cleaning and organising the boutique.

Relevant Skills:

- Clover PoS system

O'Reilly Auto Parts / Sales Assistant

JANUARY 2017 - MAY 2017, HOUSTON, TX

Relevant work experience: Selling auto parts in a retail environment, operating the PoS system, taking cash and card payments, answering queries via telephone, placing orders, testing and installing batteries, measuring and machining rotors, testing alternators, applying and repaying core charges, scanning check engine lights via OBD2 devices, advising customers on the best part for their vehicle by entering their VIN into proprietary software.

Relevant Skills:

- Proficiency in O'Reilly's proprietary parts software
- Telecommunications
- Operating a brake lathe
- Sales
- Customer service

Studio Movie Grill / Runner

MAY 2016 - AUGUST 2016, HOUSTON, TX

Relevant work experience: Running food and drinks to patrons from the kitchen and bar, cleaning and ordering the drink station, cleaning glasses and assisting bar staff, cleaning theatres and other facilities.

Relevant Skills:

- Food Service
 - Customer service
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Education

University of Houston - B.A. Political Science/ Minor in Law, Values, and Policy - *Cum Laude*

August 2017- May 2021, 4800 Calhoun Rd, Houston, TX 77004, United States

- **Relevant Coursework:** Constitutional Law (United States), Intro to Law (United States), Judicial Process (United States), Law Society and Morality, Political Philosophy, Intro to Political Theory, Communication Law and Ethics (United States), Arguments, Data, and Politics, Topics in the History of Law and Society (United States), Intro to International Relations, World Politics

Swansea University - Reciprocal Exchange Program

January 2020- May 2020, Singleton Park, Sketty, Swansea SA2 8PP, United Kingdom

- **Relevant Coursework:** Media Law (United Kingdom), World Trade Law, Human Rights Law, Medical Law: Reproduction (United Kingdom)

University of Galway (National University of Ireland Galway) - Law Two Year LLB - *Graduate Entry*

September 2022- May 2024 (expected graduation), National University of Ireland Galway University Road, Galway, IE

- **First Year: First Class Honours**
- **Relevant coursework completed as of summer of 2023:** Constitutional Law, Contract, Tort, Criminal Law I & II, European Union Law I & II, Irish Legal Systems, Legal Methods and Research
- **Relevant Skills:** Basic legal research, accessing resources such as Justis, LexisNexis, and Westlaw IE, generating legal briefs via IRAC method