

JOSEPH MARTIN

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- Goal* Attain an undergraduate assistant position with the Petris Center Spring 2018, potentially with available work/study funds.
- Education* **University of California, Berkeley**
- Third-year undergraduate with intent to graduate with a Political Science BA, and Public Policy Minor in Spring 2019; GPA - 3.66
- Experience* **Creative Industry Law** Summer 2016
- Hired as administrative assistant, while learning about a variety of practices including intellectual property and media litigation.
 - Research and maintain database of clients' trademark deadlines.
 - Draft, edit, and revise contracts for principal attorneys.
 - Assist with billing and assessing financial obligations of clients.
 - Prepared staff travel arrangements and mediation materials.
 - Extensive experience in day-to-day responsibilities such as first-pass phone calls and screening visitors and clients.
- Berkeley City Council** Fall 2015 - Summer 2016
- Respond to constituent concerns through one-on-one meetings, phone calls, emails, and group forums as legislative aide.
 - Conduct extensive research of documents and policy analyses in order to draft, revise, and submit legislation to the Council.
 - Write news articles and op-eds on behalf of Councilperson.
 - Debate and present bills to the public at Council meetings.
 - Organize events by coordinating and delegating to volunteers.
- University of California, Berkeley** Summer 2016 - present
- Supervise over 150 residents as Resident Assistant, ranging from first to fifth years, while simultaneously acting as a liaison to professional staff across several departments.
 - Serve as student representative on professional training panel, in charge of booking rooms, solidifying dates, and coordinating professionals for over two weeks of training per year.
 - Trained extensively in delivering and referring to numerous mental health services on campus, including Title IX.
- Cal ACLU** Spring 2017 - present
- Joined as general member before elected as Director of Outreach in NorCal and later Vice President of club at large.
 - Traveled to and communicated with dozens of student bodies at NorCal college, providing guidance in chartering ACLU chapters.
 - Trained in ASUC financial services as certified signatory to club.
- Recognition*
- Undergraduate Merit Scholarship – 2015-2017 – UC Berkeley
 - Most Outstanding Resident Assistant- Fall 2016 - UC Berkeley
 - Leadership Award – 2015 – Cal Alumni Association
 - National AP Scholar – 2014, 2015 – College Board