

TIM GUDMUNDSON

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OBJECTIVE

A legal internship for this summer and beyond, with a major interest in media law

EDUCATION

THOMAS JEFFERSON SCHOOL OF LAW, SAN DIEGO

Juris Doctor Candidate, Spring 2009

G.P.A.: 2.68

BRIGHAM YOUNG UNIVERSITY, PROVO, UT

B.A., Broadcast Journalism, December 2002

G.P.A.: 3.34

LAW FIRM EXPERIENCE

Ralph Brown & Associates

Legal Assistant (January – June 2004)

- Prepared first-draft interrogatories on personal injury cases under attorney supervision.
- Proposed and coordinated all client scheduling.
- Evaluated and organized customer files.
- Provided information and responded to questions of Spanish-speaking clients.

OTHER PROFESSIONAL EXPERIENCE

Thomas Jefferson School of Law library

Cataloging/ Technical Services Student Assistant (May 2007 – present)

- Updated library database records
- Worked on library claims
- Updated filing
- Worked on withdrawals

Travelers Indemnity Company -- Knoxville, Tennessee

Customer Service Representative (March – August 2006)

- Assessed customer service needs and provided appropriate information to clients.
- Developed relationships with agents and customers to improve service delivery.

Capital One Insurance Services -- Oak Ridge, Tennessee

Bilingual Insurance Producer (April 2005 – February 2006)

- Negotiated insurance contracts with customers on behalf of several companies.
- Provided information and responded to questions of Spanish and English callers.

ProTemp -- Knoxville, Tennessee

CitiFinancial Collections Agent (October 2004 – April 2005)

- Assessed and resolved delinquent personal, auto and home loan accounts.
- Provided information and responded to questions of Spanish-speaking callers.

SKILLS

Fluent in Spanish (speaking, reading and writing)

INTERESTS

Reading, Running, Basketball, Golf, Skiing