

JENNIFER HARRINGTON

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EDUCATION

Drake University Law School

Des Moines, IA

Juris Doctor Candidate

May 2018

Academics: 3.45 GPA, Class Rank: 12/97

Activities: Agricultural Law Journal, Environmental Moot Court, International Law Society—*Public Relations Chair*; Agricultural and Environmental Law Association, Integrated Study Group Leader, Delta Theta Phi, Teaching Assistant for Visiting Chinese Delegation

University of Minnesota

Minneapolis, MN

Bachelor of Arts, Global Studies; Teaching of English as a Second Language Minor/Certificate August 2011

Activities: *President*, Model United Nations Club; Model United Nations Participant;

Field Research: Conducted ethnographic research in Lithuania; Tutored University students in English.

EXPERIENCE

Roxanne Conlin & Associates, P.C.

Des Moines, IA

Legal Clerk

August 2016-Current

- Completes all tasks associated with client intake, including background research and outreach to potential clients
- Drafts complaints, briefs, legal arguments and other court documents for submission to various Commissions and Courts.
- Oversees three active client folders, ensuring that all filings and responses are timely and accurate.

Phil Watson, P.C.

Des Moines, IA

Legal Clerk

May 2016 – August 2016

- Researched various areas of law primarily using library materials and Fast Case.
- Drafted legal briefs in various areas, including tax, family law, property, probate, and small claims; worked on client letters and billing statements.
- E-filed and assisted on various garnishment actions and new civil suit filings.
- Attended multiple court and commission proceedings

Drake University

Des Moines, IA

Researcher/Editor for Prof. Neil Hamilton

May 2016 — Current

- Compiled and updated research for an upcoming book on agricultural and legal issues in Iowa.
- Created a user-friendly glossary of probate and property legal terms.
- Researched various legislative initiatives on composting, reducing food waste, and using anaerobic digesters for biodegradation.

DD Dragon English School

Hangzhou, China

Classroom Teacher

April 2013 – July 2015

- Planned, led and taught variety of classroom levels English to native Chinese speakers, from young children to TOESL applicants.
- Recruited students; increased enrollment by 35%.
- Worked with Chinese personnel to improve English curriculum and student classroom behavior.
- Instituted field-trip program for students to visit museums, factories and cinemas in China.

Hertz Car Rental

Seattle, WA

Manager Trainee/Active Manager on Weekends

October 2011-March 2013

- Successfully handled difficult customer situations with active listening to win customer loyalty.
- Assisted international travelers, explaining complex insurance terms; worked 60+ hours a week.