PRIYA RAMAN

LEGAL INTERN

CONTACT

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(312) 555-0147

Chicago, IL

linkedin.com/in/priyaraman

SKILLS

- Legal Research
- Legal Writing
- Westlaw
- Microsoft Office
- Word
- Excel
- PowerPoint
- Attention to Detail
- Organizational Skills

EDUCATION

Juris Doctor (J.D.) Candidate

05/2027

Loyola University Chicago School of Law

Chicago, IL

Law

CERTIFICATES

Multistate Professional Responsibility Examination (MPRE), Passed

03/2026

National Conference of Bar Examiners

SUMMARY

Third-year law student with 1 year as a family law legal assistant and a current internship in commercial litigation. Handles legal research and legal writing on Westlaw, checks citations in briefs with close attention to detail, and builds hearing binders and exhibit lists in Word and Excel.

EXPERIENCE

Legal Intern

05/2026 - Present

Halvorsen & Pike LLP — Chicago, IL

Commercial litigation firm of 40 attorneys; full-time in summer, part-time during the fall semester.

- Draft **14** research memos on Westlaw for 3 litigation partners, each returned within 48 hours.
- Review citations in 9 briefs and motions of up to 40 pages, correcting 120+ Bluebook errors before filing.
- Summarize 2,000+ pages of deposition transcripts into digests the trial team uses for witness outlines.
- Prepare exhibit lists in Excel and PowerPoint slides for 2 evidentiary hearings in Cook County Circuit Court.

Legal Assistant

06/2023 - 07/2024

Marquardt Family Law Group — Evanston, IL

Four-attorney family law practice handling divorce, custody and support cases.

- Managed calendars and filing deadlines for 2 attorneys carrying **60+** open divorce and custody matters.
- Produced first drafts of petitions, financial affidavits and client letters from Microsoft Office templates.
- Organized discovery productions of 5,000+ pages into indexed folders the attorneys could search in minutes.
- Scheduled 15 client consultations a week and answered intake calls about fees, process and documents.