

# Jesse C. Moore

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## LEGAL EXPERIENCE

\*Additional legal & general work experience available upon request

### WINDECHER FIRM

*Freelance Senior Paralegal / Practicing Law Student*

- Research and draft legal memoranda, motions, briefs and other legal documents
- Assist & train junior paralegals in legal research and writing

**Atlanta, GA**

*January 2021 – Present*

### SHAFRITZ & DEAN

*Senior Closer / Quality Assurance Manager*

- Review property titles for title clearance and compliance
- Draft legal documents and administrator software templates
- Balance, direct, and reconcile IOLTA funds by check and wire transfer

**Atlanta, GA**

*August 2019 – June 2023*

### NGUYEN & PHAM

*Summer Intern*

- Researched & drafted legal memoranda and briefs for name and senior partners
- Drafted demand letters, and correspondence to insurance companies

**Norcross, GA**

*May 2022 – August 2022*

### KPPB LAW

*Summer Law Clerk*

- Researched & drafted legal memoranda, briefs, purchase & sale agreements, leases, wills, revocable trusts, etc. for name and senior partners in legal departments incl. Commercial Real Estate, Wills, Trusts, & Estates, Tax, and Corporate Law.
- Composed business insights and corporate law articles published in *Khabar*.

**Atlanta, GA**

*May 2017 – October 2017*

### GEORGIA STATE UNIVERSITY LAW REVIEW

*Student Writing Editor / Board of Directors*

- Developed & directed Summer Writing Competition
- Assisted students plan, revise, and coordinate material for publication

**Atlanta, GA**

*2016 - 2017*

## EDUCATION

### ATLANTA'S JOHN MARSHALL LAW SCHOOL

*Juris Doctor Candidate*

**Rank:** 1 of 29

**GPA:** 3.5

**Atlanta, GA**

*Fall 2021 – Present*

*Exp. Grad. May 2025*

### GEORGIA STATE UNIVERSITY COLLEGE OF LAW

*Former Juris Doctor Candidate*

**GPA:** 3.18

**Atlanta, GA**

*Fall 2015 – Summer 2017*

### ARMSTRONG STATE UNIVERSITY

*B.S., Psychology; Criminal Justice Minor*

**GPA:** 3.44

**Savannah, GA**

*Graduated Dec. 2013*

## AWARDS & HONORS

- 7 CALI Awards – Highest Scoring Law Student in:
  - Evidence
  - Criminal Procedure
  - Legal Writing, Research, & Analysis I
  - Legal Writing, Research, & Analysis II
  - American Constitutional History
  - Contracts II
  - Torts I
- John Marshall Law Review
- Georgia Student-Practice Certified
- Director-in-Chief of Mock Trial
- AAJ STAC 2023 Mock Trial Competitor
- LexisNexis Research Proficiency Certification
- LexisNexis Practice Ready Certification
- Microsoft Office Expert