

**Kaylee Kim**

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**Professional Summary**

Hardworking and passionate legal studies student seeking to expand her skills and contribute to her community. My ability to learn quickly, attention to detail, and desire to succeed makes me the perfect candidate for this position.

**Education**

California State University, Long Beach (CSULB)

Bachelor of Arts in Sociology

Legal Studies Certificate

Dean's List (Spring 2024)

Expected Graduation: May 2025

November 2022 - Present

**Experience**

**UREC Board of Trustees, Trustee at-Large - Associated Students Inc. Student Government, CSULB**

June 2024 - Present

- Responsible for the oversight of the University Student Union (USU) and Student Recreation & Wellness Center (SRWC) as well as programs designed to benefit CSULB students
- Approve and monitor the annual budget of the USU, establishing fees for facility use and services, and approving policy for all phases of operation

**Caregiver - In-Home Supportive Services (IHSS) Program, San Francisco, CA**

May 2024 - August 2024

- Scheduled and accompanied client to medical appointments
- Obtained household supplies, groceries, and ran daily errands
- Conducted household chores and maintained a clean, healthy, and safe environment

**Legal Assistant - Fakhoury Global Immigration, Concord, CA**

March 2018 - May 2018, June 2022 - August 2022

- Entered legal cases and files into the database using immigration legal software INSZoom
- Assisted with the filing and preparation of cases including L-1 visas, H-1B visas, and permanent resident visas
- Learned legal terms and processes associated with nonimmigrant and immigrant visa cases

**Server - Sojo Ramen, Fremont, CA**

June 2021 - September 2021

- Greeted customers and responsible for taking orders and staying up to date with menu items/specialties
- Processing payments on digital systems and handling cash, to-go orders, and customer concerns
- Opened and closed the restaurant, and ensured the restaurant was clean and tidy for both the customers and other servers/staff

**Organizations**

CSULB Law Society, President

CSULB SOON Movement Global, Soonjang

August 2023 - Present

September 2022 - Present

**Skills and Certifications**

**Technical Skills:** Microsoft Word, PowerPoint, Google Suite

**Certifications:** CPR/BLS Certified - Ellis & Associates (June 2023)

**Interests:** Pilates/Fitness, Baking, Travel, Music