

Brianna Gonzalez

281.415.4600 | briannag9816@yahoo.com

EDUCATION

South Texas College of Law Houston, Houston, Texas

Juris Doctor Candidate, May 2024

Activities: Oil and Gas Law Society, *Member*
Hispanic Law Students Association, *Member*
Amicus, *Member*

Texas A & M University, College Station, Texas

Bachelor of Science in Political Science, May 2020

Activities: Pre-Law Society, *Member*
Peer note taking, *Volunteer*

Honors: Tau Sigma Honor Society, *Member*

EMPLOYMENT

Kuraray America, Inc., Clear Lake, Texas

Legal Intern, May 2022 – August 2022

- Configured and lead Risk Assessment for KAI and designated affiliates
- Prepared and presented training materials
- Assisted in the implementation of Regulatory Tracking System for all Environmental matters
- Reviewed/Renewed Contracts with Outside Counsel
- Developed Standard Operating Procedures for all future intern projects
- Updated Contract Database for Legal Department
- Assisted with Corporate Compliance Presentations

F45, Friendswood, Texas

Marketing Director and Studio Manager, October 2020 – September 2021

- Designed daily ads for social media accounts to incentivize membership sales
- Supervised work team of trainers when in studio to ensure a clean and orderly studio
- Delegated daily tasks in studio to ensure productivity was maintained
- Updated and maintained memberships through daily communication with members

JV Driver Industrial Services, Deer Park, Texas

Legal Administrator, May 2016 – July 2018

- Contract custodian for legal department based in Canada
- Entered contract information into master spreadsheet for easy access during negotiations with clients
- Assisted corporate attorney during meetings by taking notes and bringing appropriate contracts etc.

Accounting Administrator

- Managed payroll processing for 300 employees and met weekly deadlines
- Calculated bonuses, salary increases and overtime for employees
- Verified timekeeping records and handled any discrepancies with employees
- Initiated direct deposits and prepared manual checks

HR Administrator

- Established employee filing system and kept files in order to ensure organization within the department
- Processed new hires and on-boarded them into the company database online
- Distributed open enrollment packages for insurance to employees
- Communicated with employees daily in order to update information, answer employee queries etc.
- Updated employee files with new details such as changes in address or salary levels

Office Administrator

- Managed supplies for office and ordered as needed for convenience of home office employees
- Answered., screened, and escalated telephone calls to appropriate personnel
- Greeted walk-in visitors and escorted them to specific destinations
- Responded to employee questions and requests in timely and knowledgeable fashion
- Performed additional administrative support tasks as needed

FOREIGN LANGUAGE SKILLS

- Conversational Spanish and American Sign Language