

Jacquelyn Montemayor

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EDUCATION

South Texas College of Law Houston, Houston, Texas

Juris Doctor Candidate

Expected May 2024

Affiliations: Hispanic Law Student Association

University of Houston, Houston, Texas

Bachelor of Arts in English Literature and Spanish

December 2020

GPA: 3.79

Honors: Graduated *summa cum laude*

Dean's List: Spring 2019 – Fall 2020 (all semesters)

Affiliations: University of Houston Pre-law Society

EXPERIENCE

Catholic Charities St. Frances Cabrini Canter, Houston, Texas

Junior Law Clerk

January 2023 – Current

- Conduct client intake and follow-up meetings
- Draft correspondence, applications, affidavits, and other legal documents
- Conduct research in support of client cases
- Conduct outreach to identify and serve eligible immigrant populations

Lee and Associates Commercial Real Estate Services, Houston, Texas

Property Assistant

December 2020 – August 2021

- Assisted Property Manager with financial reports
- Received and input rent
- Communicated with vendors and created service contracts
- Drafted and delivered legal notices to tenants

The Law Office of Jeffrey Carter, Sugar Land, Texas

Legal Assistant

January 2020 – August 2020

- Drafted motions and other legal documents
- Conducted legal research for criminal defense firm
- Summarized depositions
- Created fee vouchers and invoices

COMMUNITY INVOLVEMENT

American Civil Liberties Union

- Texas school district's 2023 dress code review
- Probable cause affidavit review under Operation Lone Star

Current

Fall 2022

Glass Mountain Literary Magazine

- Served as Associate Prose Editor

Spring 2019 – Fall 2020

SKILLS

Intermediate Spanish language skills