

# SARA N. MEMI

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## EDUCATION

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**South Texas College of Law Houston**, Houston, Texas

*Juris Doctor Candidate*, May 2024

**Journals:** CURRENTS: Journal of International Economic Law, *Staff Editor*, August 2022 – December 2022, *Articles & Notes Editor*, January 2023 – Present

**Activities:** Hispanic Law Students Association, *Pro-Bono Ambassador*, August 2022 – Present  
BARBRI, *Student Representative*, August 2021 – Present  
South Texas College of Law Mock Trial Challenge, *Volunteer Witness*, March 2022

**University of Houston**, Houston, Texas

Bachelor of Science in Hotel and Restaurant Management, *summa cum laude*, December 2017

**Honors and Activities:**

- Dean's List (Spring/Fall 2016, Spring/Fall 2017)

## LEGAL EXPERIENCE

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**Harris County Attorney's Office, Defensive Litigation Division**, Houston, Texas

*Legal Intern*, January 2023 – Present

- Researching relevant case law and statutory precedent.
- Analyzing legal documents, motions, and briefs, ensuring accurate statements and depiction of facts, case law, and precedent provided.
- Attending depositions, hearings, and intern events and meetings.

**The Honorable Judge Williams, Harris County Civil Court at Law Number 3**, Houston, Texas

*Judicial Intern*, Summer 2022

- Authored/edited standing orders for the Court.
- Conducted extensive legal research on a variety of substantive and procedural issues and prepared memoranda to brief Judge Williams on matters before the court.
- Co-managed hearing and trial dockets with other interns (both in-person and over Zoom) through case assessments, communications with attorneys, and organizing docket queues.

**Walters Stanley & Natarajan, LLP**, Oklahoma City, Oklahoma

*Medical Record Paralegal*, 2018 – 2021

- Reviewed and organized hundreds of pages of medical records every week for medical malpractice defense attorneys.
- Corresponded with clients and expert witnesses about sharing relevant documents and records.
- Managed discovery materials, court filings, and attorney work product.

## ADDITIONAL EXPERIENCE

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**Republic National Distributing Company**, Houston, Texas

*Sales Representative*, 2018

- Achieved 200% sales growth and advanced product distribution through negotiation with grocery store management.
- Trained new hires and interns, imparting the company values while maintaining a united atmosphere.

## VOLUNTEER EXPERIENCE

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Harris County Criminal Misdemeanor Court's Fresh Start Resource Fair, *Student Volunteer*, October 2022

Texas Law Help, *Live Chat Student Volunteer*, January 2022 – May 2022

## INTERESTS

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Enjoy sewing historical costumes, creative writing, ballet, and yoga.