

Monica H. Aguirre

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EDUCATION

South Texas College of Law Houston, Houston, TX

Expected May 2024

Juris Doctor Candidate

Honors: Presidential Fellow – Fall 2021, Deans Merit Scholarship, Vinson & Elkins Public Policy Scholarship Recipient

Activities: HLSA - Public and Alumni Ambassador, ACS – Vice President, DLSA – General Member, Phi Delta Phi Honors Fraternity, MABAH member, HISBAH member

The University of Texas at Austin, Austin, TX

May 2019

Bachelor of Arts in Government/Political Science

Minor: French

Certificate: Business Foundations Certificate - McCombs School of Business

EXPERIENCE

Jetall Companies Inc., Houston, TX

May 2022- August 2022

Law Clerk

- Conducted legal research and prepared briefs for various commercial litigation issues, including breaches of contract, wrongful foreclosure, and fraud.
- Organized case files, and prepared trial and deposition binders. Communicated with the Court to schedule hearings.
- Drafted and edited federal and state court pleadings, including, petitions, answers, motions such as motions for and responses to summary judgment.
- Categorized over 10,000 documents for discovery.
- Observed and attended litigation hearings for cases with an amount in controversy exceeding one million.

Peek and Toland, PLLC, Austin, TX

June 2019 – June 2021

Criminal Defense Paralegal

- Acted as primary liaison for clients, court staff, and administrative personnel spanning over 10 counties across Texas. Managed court dockets, hearing deadlines, and attorney calendars for over 300 cases.
- Developed content-specific misdemeanor and felony files encompassed with case discovery, pre-trial motions, mitigating, and supporting documents.
- Interviewed victims and witnesses for trial preparation and pre-trial negotiations.
- Drafted and filed motions, proposed orders, and other legal documents, including expunction petitions, subpoenas, bond reduction motions, and occupational licenses.
- Researched and discussed immigration consequences for criminal clients prior to plea agreements.

Dunham and Jones Attorneys at Law, Austin, TX

March 2017 – June 2019

Legal Assistant

Head Legal Assistant

- Provided full administrative support for a high-volume criminal defense law firm, including assisting with client intake, client payments, and monitoring client court appearances for 7 office locations across Texas.
- Acted as primary Spanish translator for both prospective and current clients across all offices, including translating conference calls, client meetings, and legal documents.
- Strategized and translated marketing tactics to draw a larger Spanish-speaking client base.
- Answered direct attorney phone lines and acted as the primary point of contact for clients. Ensured legal documents were processed and handled in a timely manner.

SKILLS & INTERESTS

- **Languages:** Spanish: native/bilingual proficiency (written and oral); French: advanced written proficiency
- **Computer and Analysis:** Experience with E-file, PACER, Lexis Nexis, and Westlaw
- **Interests:** Foodie, Traveling, and Attending concerts