

KARINA TOVAR

(512) 663-7745 • karinaptovar@gmail.com • 1400 McKinney St., Apt. 2411 • Houston, Texas 77010

EDUCATION

South Texas College of Law Houston, Houston, Texas

Juris Doctor Candidate, May 2025

Honors: Presidential Fellow Program, 2023
Diversity Scholarship, *Recipient*, Fall 2022
Dean's Merit Scholarship, *Recipient*, Fall 2022

Activities: Women's Law Society, *Member*, Fall 2022 – present
Hispanic Law Student Association, *Member*, Fall 2022 – present
Houston Bar Association, *Member*, Fall 2022 – present

Brigham Young University, Provo, Utah

Bachelor of Science in Molecular Biology, April 2020

Minor in Business

Honors: Academic Scholarship, *Recipient*, 2017-2018, and Hispanic Scholarship Fund, *Scholar*, 2018

Activities: Student Activities, *Executive Director*, November 2016-April 2019

PROFESSIONAL EXPERIENCE

Resume Guru, Houston, Texas

Founder/Owner, May 2021 – present

- Advise applicants on their resume to highlight their skills and qualifications for a particular position they are applying to
- Detect and critique issues on client resumes and suggest revisions to make them clear and direct to secure interviews

Greenberg Traurig, Mexico City, Mexico

Law Clerk, March 2022-May 2022

- Translated Spanish legal documents to English for American based corporations related to energy law and corporate law
- Conducted legal research for U.S. based clients to assist with telecommunication projects and brief clients on options
- Reviewed, edited, and drafted contracts in English regarding energy law transactions, including bidding transactions

Gammon Law Office, Austin, Texas

Junior Paralegal, August 2021-March 2022

- Managed client intake calls, collected factual background, and assessed case disposition to initiate legal services
- Researched Texas Property Code and case law regarding real estate matters to assist with litigation strategy and arguments
- Proofread and revised demand letters, motions, and pleadings to ensure case information is correct and claims supported

Premier Tax Service, Inc., Austin, Texas

Bookkeeper, January 2016-July 2021

- Examined tax forms to ensure client information was error free to send to the Internal Revenue Service to file payments
- Collected and evaluated client data to prepare financial statements to file tax returns in accordance with mandated deadlines
- Updated and assessed client bookkeeping records on a monthly basis to maintain budgetary goals and client satisfaction

Vanguard, Austin, Texas

Client Relationship Associate, August 2020-December 2020

- Managed client inquiries and developed strategies to deliver solutions on issues involving their investment accounts
- Increased efficiency and enhanced application process by advising clients through each phase of the new account setup
- Developed expert knowledge and persuasive presentation of securities and investments products for promotion

Brigham Young University, Provo, Utah

Research Assistant for Dr. Laura Bridgewater, May 2018-March 2020

- Expanded and explored different research methods to improve and achieve results regarding virus infection of bacteria
- Assessed and presented experiment results to professor to provide updates on lab progress and adjusted research strategy
- Wrote and instructed detailed protocols in lab journal of steps taken for each experiment for future replications

INTERESTS

Baking for Instagram, cooking traditional Mexican food, party planning, traveling internationally, and reading thriller novels