

JAIME DOUGLAS CLARKE
11409 W. OLIVE DR.
PHOENIX, AZ 85323
(602)-877-1018

EMPLOYMENT HISTORY

November 1992-November 1993

William S. Rose Jr., P.A.

Paradise Valley, AZ

Assist attorney in the day-to-day operations of private legal practice. Duties performed include research, court filings, file preparation, proofreading legal briefs, mass mailings, general errands.

January 1993-May 1993

University of Arizona College of Law Library

Tucson, AZ

Technical Services

Responsible for the cataloguing and filing of outdated legal material. Also helped with general shelving duties and errands.

September 1991-August 1992

American Continental Corporation, Liquidating Estate

Phoenix, AZ

Worked under court-appointed trustee to help with the activities associated with a Chapter 11 Bankruptcy petition. Duties included answering phones, sorting and distributing mail, court filings, legal research, deliveries, making an inventory of all company furnishings, general errands.

January 1992-October 1992

Arizona State University College of Law Library

Tempe, AZ

Circulation

Duties included general circulation of books, assisting patrons with legal statutes, codes, and texts, shelving.

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November 1989-September 1991
American Continental Corporation
Phoenix, AZ

Responsibilities included opening buildings in the mornings, sorting and distribution of mail, answering phones, coordinating general maintenance of company vehicles, stocking three supply rooms, purchasing supplies, deliveries to legal and business offices associated with company, airport service for out-of-town attorneys, court-filings, legal research, photocopying, boxing files for delivery to court-appointed document depository, personal errands for executives, making an inventory of contents of company warehouse, arranging catered lunches, etc.

VOLUNTEER ACTIVITIES

January 1991-May 1991
ASU Safety Escort Service
Tempe, AZ

Escorted students from various locations on campus to their cars or dorms in the evenings.

August 1988-December 1988
Children's Crisis Nursery
Phoenix, AZ

Watched over children taken from their home and parents by police. Helped paid faculty with chores such as feedings and playtime.

EDUCATION

Brophy College Preparatory, Phoenix, Graduated May 1989
Arizona State University, Tempe, August 1989-December 1992
University of Arizona, Tucson, January 1993-Present

HONORS AND SPECIAL ACHIEVEMENTS

Dean's List - Honorable Mention, Spring 1993
Dean's Distinction - Fall 1993
Fiction Editor, *Persona* magazine, 1994 edition
Intern, University of Arizona Press
Current G.P.A.: 3.71