

Polly Sigh

5000 Holmes St. • Kansas City, MO 64110 • (816) 555-5555 • sighp@mail.umkc.edu

OBJECTIVE

To be admitted in to the Juris Doctor Program at the University of Missouri-Kansas City's School of Law

EDUCATION

University of Missouri-Kansas City

Expected May 2020

Bachelor of Arts in Political Science, Pre-Law

Minors in Business Administration and Geography

WORK EXPERIENCE

Sunglass Hut, Kansas City, MO

April 2017-Present

Sales Associate

- Build lasting customer relationships by creating an inviting space, identifying needs, and solving problems
- Maintain up to date knowledge of merchandise and product information to accurately assist customers
- Inventory merchandise to ensure there is nothing missing or short stocked and keep up on the aesthetic appeal of the shop

University of Missouri-Kansas City, Academic Support and Mentoring

August 2016-May 2017

Supplemental Instruction Leader

- Planned collaborative activities for organized groups study sessions
- Maintained communication between course sections and professors to ensure accuracy of information
- Advertised sessions to increase attendance and participation

Midwest Disability Law Firm

May 2015-August 2015

File Clerk

- Accurately and efficiently made attorney-hearing books for each trial
- Scanned medical records to the social security website for national use and, upon completion, filed materials into each client's record

ACTIVITIES

Pi Sigma Alpha, Political Science Honor Society

April 2017-Present

Treasurer

Pre-Law Society, University of Missouri-Kansas City

August 2016-Present

Secretary

Honors College, University of Missouri-Kansas City

August 2016-Present

VOLUNTEER WORK

- The Women's Foundation of Greater Kansas City, 40 hours; A+ Tutoring, 50 hours; Montessori Elementary School, 50 hours; Harvesters, 20 hours; Children's Mercy Hospital, 10 hours; Shadow Buddies, 80 hours; Make a Wish, 6 hours

SKILLS

Languages: Fluent, English; Conversational, German; Native, Farsi