

ALEXANDRA WILLIAMS

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EDUCATION

- Illinois State University- Normal, IL
Bachelor of Science in Finance May 2020
Cumulative GPA: **3.55/4.0**
- Heartland Community College- Normal, IL
Associate in Arts May 2018
Cumulative GPA: **3.9/4.0**

WORK EXPERIENCE

- Kraft, Wood & Kelly, LLC**- Bloomington, IL August 2019- Present
Court Runner/Receptionist
- Assist attorneys, paralegals, and legal assistants in day to day operations around the office
 - Deliver confidential information to the McLean County Courthouse as well as to clients
 - Maintain and organize 10 years of files and client information
 - Answer phone calls, check clients in and manage the waiting room during office hours
- Thomson & Weintraub, LLC**- Bloomington, IL June 2019- August 2019
Intern
- Coordinated with attorneys, paralegals, and legal assistants on various projects
 - Aided in discovery and preparing exhibits for evidence
 - Observed courtroom proceedings with one of the attorneys

PROFESSIONAL MEMBERSHIPS/ORGANIZATIONS & ACTIVITIES

- Alpha Kappa Psi Professional Business Fraternity**- Normal, IL August 2018-Present
Risk Management Committee
- Collaborate with the Risk Management chair to identify potential risks that may impact our chapter
 - Engage in monthly phone calls with Heritage to ensure our chapter is up to date with current risk management policies
- Business Week Team**- Normal, IL April 2019-Present
Golf Outing and Trivia Night Coordinator
- Planned a professional golf outing so students could network with professionals in an after-hours setting
 - Organize a trivia night for students, faculty, and professionals to participate in during our week-long series of events
- Pay It Forward**- Normal, IL April 2019-Present
Coordinator
- One of seven coordinators to create the most successful Pay It Forward series of events to date
 - Raised over \$1,300 in two days to be awarded to students in the College of Business for professional development
- Women In Business**- Normal, IL August 2018-Present
Member
- Attend weekly meetings to network with professionals while learning about their industries
 - Actively participate in workshops put on by members of our organization
- Accounting and Financial Women's Alliance**- Normal, IL August 2018-Present
Member
- Network with other accounting and finance students at Illinois State University
 - Learn from professional speakers about their experiences as women in the workforce and how they leave a lasting impact
- Law Club**- Normal, IL January 2019-Present
Member
- Attend meetings where various guest speakers talk to members about their type of practice
 - Obtain information about law school admissions requirements

ACADEMIC HONORS AND AWARDS

- Illinois State University
Honors Program August 2018-Present
National Society of Leadership and Success April 2019-Present
- Heartland Community College
Phi Theta Kappa Honor Society December 2016-May 2018
Dean's List May 2017-May 2018

VOLUNTEER EXPERIENCE

- Midwest Food Bank**, Normal, IL March 2019-Present
- Adopt-A-Street**, Normal, IL September 2018-Present