

JENNIFER LIU

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Professional Summary

Skilled multitasker with superior work ethic and good teamwork, problem-solving and organizational skills. Willing to take on any task to help team. Reliable and dedicated team player with hardworking and resourceful approach. Talented student with industrious and systematic approach to learning information.

Education

University of Washington, Seattle, WA

Bachelor of Science, Real Estate, Expected in 06/2023

Minor: Business Administration

Pierce College, Pierce, WA

Associated degree of Arts, Business, 06/2020

Skills

- Administrative tasks and support
- Scheduling
- Team collaboration
- Recordkeeping
- Critical Thinking
- Case Summaries
- Microsoft Office
- Appointment Setting

Professional Experience

Guangdong HongLi Law Firm

intern, Attorney Assistant, 03/2021-09/2021

Zhongshan, Guangdong, China

- Interacted with customers by phone, email, or in-person to provide information.
- Took detailed meeting minutes, prepared meeting rooms and compiled paperwork to support department.
- Filed paperwork, sorted, and delivered mail, and maintained office organization.
- Reviewed, edited, and proofread legislation drafts for proper grammar, spelling, punctuation and formatting.
- Organized key evidence exhibits to prepare for trials.

- Analyzed client balance sheets for auditing purposes.
- Attended to office operations and required paperwork.

Competition

- NAIOP 2023
- Undergraduate Real Estate Case Competition 2023

Language Skills

- Mandarin
- Cantonese