

OLIVIA S. YOON

January 14, 2021

American Bar Association, Law Student Division
321 North Clark Street
Chicago, IL 60654

RE: Law Student Division Delegate of Programming

Dear Selection Committee,

I am a first-year student at Benjamin N. Cardozo School of Law, and I am writing to apply for the ABA Law Student Division Delegate of Programming. I am particularly interested in the ABA Law Student Division because it creates valuable support and opportunities for law students to succeed in school and in their careers. I am certain my skills will make me a strong candidate for this position.

Prior to attending Cardozo, I spent four years as an association coordinator at RRR Associations refining my ability to multitask, solve complex problems, and adapt to changing environments. My responsibilities involved managing the day-to-day administrative operations of our intellectual property association clients and coordinating educational programming and special events for diverse audiences, often comprised of attorneys, young attorneys, and senior practitioners. Executing these tasks required clear and professional communication between board and committee members, excellent task and time management skills, and an in-depth understanding of the mission and goals of each client. My position also revealed my aptitude for handling high-stress and fast-paced situations in a quick and efficient manner, as demonstrated by my ability to seamlessly transition a new association client into RRR Associations and coordinating their annual seminar despite severe time-constraints and organizational challenges.

My experiences have developed my ability to be highly organized, adaptable, and conscientious in my work and my studies. In anticipation of my first semester of law school, I transitioned into a part-time position at RRR Associations. Despite the additional hardships created by COVID-19, I successfully balanced my academic and professional responsibilities. I have further minimized my part-time hours so I may further pursue academic and student organization-related opportunities during my second semester. I am confident that I can efficiently execute the responsibilities associated with this position.

I have enclosed a copy of my resume, certification form, and headshot image and would welcome the opportunity to discuss my qualifications further. Thank you for your time and consideration.

Sincerely,

Olivia Yoon

OLIVIA S. YOON

EDUCATION

Benjamin N. Cardozo School of Law | New York
Juris Doctor Candidate, May 2023

Rutgers University, School of Arts and Sciences | New Jersey
Bachelor of Arts, *cum laude*, in Psychology, Minors in Criminology and Sociology, May 2016
GPA: 3.525
Activities: *Praise Team*, Intersarsity; *International Student Buddy*, Rutgers Global Study Abroad
Study Abroad: Ewha University, Seoul, South Korea (Spring 2015)

EXPERIENCE

RRR Associations LLC | New Jersey | *Association Coordinator* | August 2016 – Present

- Manage day-to-day operations for local and international association clients.
- Monitor and maintain communication between association members, committees, and board regarding programming, marketing, event registrations, membership, and financials.
- Coordinated 50+ online programming, such as webinars and roundtables, as well as 20+ in-person and online seminars and annual meetings.
- Created and circulated marketing materials for each program and maintained websites and social media platforms (Facebook, Twitter, LinkedIn) with latest information on programming and association news.
- Provided financial analysis for each program and prepared financial records for annual auditing.
- Trained three association coordinators and managed four association assistants.

Rutgers University, Dean of Students Office | New Jersey | *Student Assistant* | September 2012 – May 2016

- Supervised front desk while greeting and directing scheduled guests, walk-ins, and callers.
- Organized and filed secure student documents with discretion.
- Created and maintained list of educational departments and offices with updated contact information.
- Prepared event planning activities, such as researching and booking venues for campus events.
- Cross-trained seven student assistants.

E-Pals, Ewha Womens University | South Korea | *Fellow* | February 2015 – June 2015

- Participated in an English-learning program for Korean and foreign-exchange students.
- Tutored eight Korean students in conversational English.

Land n Lord, LLC | New Jersey | *Intern* | May 2014 – August 2014

- Reviewed loan applications and assessed loan contracts for clients.
- Managed appointments and payment schedules.
- Prepared, compiled, and sorted documents for data entry.
- Expedited record keeping process by utilizing excel and switching from physical records to formulated worksheets.

Law Office of William Carmel | New Jersey | *Intern* | May 2013 – August 2013

- Supervised front desk while greeting and assisting scheduled clients, walk-ins, and callers.
- Organized and maintained physical filing system for client cases.

SKILLS

Computer Skills: Lexis+ Proficiency Certified, Proficient in MS Word, PowerPoint, Excel, Outlook, Google Apps, QuickBooks

Languages: Conversational Korean and Spanish