

## Jordan Bratman

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### EDUCATION

#### Florida State University College of Law

Tallahassee, FL

Juris Doctor Candidate, May 2009

GPA: 90.93/100

Rank in Fall 2006 Entering Class: Top 12%; Upper Level Class rank: Top 10%

Taylor and Buffett Book Award for Property I (highest grade in class)

Dean's List, Fall 2007

Law Review invitee (graded on)

Journal of Transnational Law & Policy invitee (graded on)

#### Altico Foundation Art History Field School

Ajax, Austria

Focus: European Art in the 20<sup>th</sup> Century, Summer, 2003

#### Andrea University

Recardoville, GA

Bachelor of Science, Art History with Honors, May 2003

Sloan Award for Academic Excellence

### EXPERIENCE

#### Mickey & Mouse, P.A.

Cartersville, GA

*Paralegal*

October 2003 - August 2007

Composed correspondence and pleadings for family law and civil litigation cases. Maintained client relations and worked independently with little supervision. Administered and managed the family law cases from inception to conclusion.

#### Law Offices of Charlotte & Webb

Cartersville, GA

*Part-Time Legal Secretary and Part-Time Billing Clerk*

January 2003 - June 2007

Drafted correspondence and pleadings for health care law practice.

Scheduled appointments, hearings, and depositions. Handled sensitive and confidential client information. Maintained client billing software.

#### Brooke Law Firm, P.A.

Cartersville, GA

*Legal Assistant*

August 2001 - May 2002

Prepared and filed paperwork for formation of Georgia corporations. Communicated with clients.

#### Nisha Ash, Esq.

Recardoville, GA

*Legal Assistant*

May - October 2000

Prepared and organized files for civil trials. Scheduled court hearings.

### HOBBIES & COMMUNITY INVOLVEMENT

Singing & AIDS Project Georgia