

# ALEXANDRA O'NEILL

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## Education

### **Eastern Florida State College / 2020-2022**

- Associate of Arts
- GPA: 3.6

### **University of Central Florida / 2023-2025**

- Bachelor of Science in Legal Studies
- GPA: 3.7

## Experience

### **Cashier and Framer at Michael's Arts and Crafts Store: July 2021- December 2021**

- Greeted customers and encouraged feedback pertaining to their shopping experience.
- Handled merchandise with care and packed customer shopping bags.
- Assisted with new shipments and placing the merchandise where it needed to go.
- Always remained professional

### **Legal Assistant at the Public Defender's Office: January 2022 – Present**

- Answer and facilitate phone calls for three of the Assistant Public Defender's.
- Manage attorney schedules and calendars.
- Draft motions and notice of hearings for court submittal.
- Schedule court dates, depositions, client evaluations, and meetings.
- Assist with legal research, reviewing discovery and trial preparation.

## Skills

- Organization
- Logical Reasoning
- Analytical Skills
- Time Management
- Communication
- Office Word and PowerPoint