

Sallin Ma
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EDUCATION

University of California, Los Angeles

Los Angeles, CA

Bachelors of Arts

Expected June 2025

- Major in Sociology, Minor in Public Affairs

Santa Rosa Junior College

Santa Rosa, CA

Associates of Arts, Associates of Sciences

June 2017 - May 2023

- **GPA:** 3.689/4 Unweighted
- Degrees completed with Highest Honors: Sociology (AA-T), Social Justice Studies (AA-T), Psychology (AA-T) and (AA), Social and Behavioral Sciences (AA) and Natural Sciences (AS).

Maria Carrillo High School

Santa Rosa, CA

Graduated Summa Cum Laude

August 2018 - August 2021

- **GPA:** 4.3/4.0 Weighted

WORK & LEADERSHIP EXPERIENCE

O'Brien, Watters, and Davis, LLP.

Santa Rosa, CA

Legal Secretary

July 2023 - Present

- Maintain a high level of organization and work efficiently to meet deadlines throughout the attorneys' civil litigation, probate and family law cases.
- Work with clients to accurately and effectively produce discovery in a punctual manner. Draft and coordinate document subpoenas, authorizations, pleadings, deeds and other correspondence.
- Adapt rapidly to a remote work environment as a commitment to upholding the continuous high quality work.

File Clerk

April 2022 - July 2023

- Efficiently organized legal files while grasping a stronger understanding of the legal field.
- Learned new concepts as they appear throughout the documents, studied procedural requirements and sent documents for calendaring as needed.
- Collected documents from clients, maintained organization of our electronic files and prepared for upcoming hearings and trials.

Santa Rosa Junior College Student Equity Department

Santa Rosa, CA

Intercultural Center Peer Coach

August 2022 - May 2023

- Oversaw multiple centers including the Queer Resource Center, Native American Center, Asian Pacific American Student Success Center and Puente.
- Worked within the Peer Coaches Center to offer support to second year students and beyond, primarily focusing on first generation and low income students.
- Offered suggestions to resource departments throughout campus that students found lacking and worked closely with the Dean of Student Equity to ensure individual students were aware of and utilized the resources that were necessary to ensure their success at the SRJC.

Handline— Cashier/ Runner/ Busser

Sebastopol, CA

July 2021 - December 2021

- Seamlessly transitioned between the roles of taking orders, collecting payment, running food and bussing plates for efficient service.
- Maintained a clean space throughout our restaurant, especially our entrance, while ensuring every guest has the best experience at our restaurant.
- I left this job because I had worked in every FOH position except for the bar, as I was underage.
- Reference: Catherine Ahern (707) 304-6809

SKILLS, ACTIVITIES & INTERESTS

Languages: Conversational proficiency in Spanish and Intermediate-level proficiency in Mandarin Chinese.

Interests: Sewing, baking and swimming.