

Clair Baker
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EDUCATION

University of Maryland, Baltimore County; Baltimore, MD; 3.86 GPA; May 2008
Bachelor of Arts in History, 4.0 Major GPA; *Bachelor of Arts in Economics*, 3.8 GPA
Minor in Political Science, 4.0 GPA
Financed 100% of costs of education and living

EXPERIENCE

James E. Cox, Attorney at Law; Columbia, MD
Legal Clerk and Assistant; Spring 2006-Present
Prepare legal documents, including wills, pleadings, discovery, and deeds
Organize office filing system and calendar
Maintain office bankruptcy software and records

Chili's Grill and Lounge; Hunt Valley, MD
Server, Trainer, and Line Expediter; Fall 2005-Present
Train approximately 80% of wait-staff since fall of 2005
Coordinate employee availabilities and assist in organizing weekly schedule

UMBC Honors Congress; Baltimore, MD
President; Spring 2007-Present
Direct and plan activities, meetings, convocations, and social events for the largest student organization on campus

Social Committee Chair; 2005-2007
Implemented new events for the Congress, including an annual formal Casino Night and football tailgates, doubling student participation

UMBC College Republicans; Baltimore, MD
Media Relations Coordinator; Spring 2007-Present
Review content in local and campus media for political significance
Serve as liaison for organizational events and information

UMBC Board of Elections; Baltimore, MD
At-large Board Representative; Spring 2007-Present
Govern Student Governmental elections and the relevant portions of the Code of Laws

HONORS

Phi Alpha Theta, History Honors Society, 2006-Present
Omicron Delta Epsilon, Economics Honors Society, 2006-Present
Pi Lambda Sigma, Auburn University Pre-Law Honor Society, 2005-Present
Lambda Sigma Honor Society, Honor Society of 50 sophomores selected for academic excellence and leadership, 2005-2006

COMPUTER SKILLS

Proficient in Microsoft Word, Excel, PowerPoint, Access, Outlook, and Publisher; Quark Express;
Corel WordPerfect Office