

BRANDEE CALAGUI

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EDUCATION

University of California, Santa Cruz

Bachelor of Arts in Legal Studies and Politics, GPA 3.12, December 2019

WORK AND VOLUNTEER EXPERIENCE

Paralegal, February 2020 – Present

Law Offices of Weisberg & Miller, San Francisco, CA

- Analyzed and summarized data on a consistent basis to assist with the organization of facts and details for each case.
- Handle multiple case management responsibilities through the entire litigation cycle.
- Co-ordinate, prepare and interpret complex legal documents including pleadings, motions, briefs, interrogatories, responses, demand letters, agreements and legal memoranda.
- Drafted interrogatories and other pleadings connected with trial preparation and discovery.
- Performed extensive legal research and comprehensive document review.

Volunteer, August 2020 – Present

Liyang Network, Remote

- Co-facilitated teach-in presentations to educate folks on the issues of human rights violations in the Philippines.
- Conducted thorough research and provided concise summaries and analysis.
- Collaborated with others to create curriculum to educate others for teach-ins.
- Did extensive outreach for events through social media marketing.

Summer 2020 Intern, July 2020 – September 2020

Bulosan Center for Filipino Studies, Davis, CA

- Skills gained in community organizing, voter outreach, conducive research, community advocacy, social media marketing, collaboration and project management.
- Focused primarily on assisting organizations such as Yes on Prop 16 and Filipinos for Schools and Communities First by partaking in text banks and phone banks.
- Assisted Filipinos for Schools and Communities First to develop and solidify the messaging for Proposition 15 to the Filipinx community.

Legal Clerk, June 2019 – February 2020

Beckman, Feller & Chang PC, Berkeley, CA

- Drafted interrogatories and other pleadings connected with trial preparation and discovery.
- Performed extensive legal research and comprehensive document review, assisted in the preparation of legal documents, and managed cases regularly.
- Engaged in productive oral, written and electronic communication with clients and others.
- Provided legal and administrative support to five attorneys.

Student Philanthropy Intern, September 2016 – August 2019

UC Santa Cruz – University Relations, Santa Cruz, CA

- Was a lead intern that was a part of a pioneer student philanthropy group which engaged students

and alumni through organized networking and fundraising events across campus.

- Was the lead intern orchestrating the Industry Tours program for students to have the opportunity to gain valuable career and networking experience.
- Conducted and executed an onboarding hiring process for new interns on multiple occasions, displaying leadership and ownership over the future of the student philanthropy program.
- Demonstrated strong marketing skills for purposes of program management through social media marketing, email marketing, and communicative outreach.

Volunteer Intern, January 2019 – June 2019

Puentes Immigrant Legal Aid and Community Resources, Santa Cruz, CA

- Was a part of a pioneer group that specialized in supporting legal clinics and community organizing to help those affected by the ICE raids in Santa Cruz County.
- Skills gained in calendar management, communicative outreach, collaboration, research, project management, and community advocacy.
- Trainings in: Professional Ethics and Confidentiality, Legal Intake, Trauma-Sensitive Interviews, and Know Your Rights for the Immigrant Community.

Consumer Product Advisor, May 2016 – January 2017

Microsoft, San Francisco, CA

- Helped customers discover, enable, and implement high value Microsoft technology solutions and services across a broad range of devices that meet their individual needs and exceed their expectations.
- Was awarded the August 2016 Employee of the Month award by being second in sales revenue for 2 consecutive months and exerting exceptional customer service
- Volunteered to teach classes to the Bay Area community regarding game design and film-making.

Sales Associate, July 2015 – May 2016

EXPRESS, San Francisco, CA

- Provided an excellent and positive customer experience by helping when needed.
- Was awarded the Customer Engagement Award at the EXPRESS Q2 2015 Awards by expressing superb customer service skills at the start of my employment.
- Addressed customer needs by providing customized product suggestions and improved customer experience through quick and attentive service.

ADDITIONAL SKILLS

- Microsoft Office Suite: Word, Excel, PowerPoint, Outlook, OneNote
- Google applications: Calendar, Docs, Sheets, Slides, Forms, Drive, Gmail
- Research and Writing
- Data Analysis
- Organizational and Detail-Oriented
- Social Media Marketing: LinkedIn, Instagram, Facebook, Twitter, Snapchat, YouTube.
- Windows and Mac platforms
- Program Development and Management
- Canva, graphic design platform