

GRACE MIN

Irvine, California 92620 • (213) 247-1424 • grace.h.min@gmail.com

EDUCATION

Southwestern Law School, Los Angeles, CA

Juris Doctor, May 2008

University of California at Los Angeles

Bachelor of Arts in English, June 2004

LEGAL EXPERIENCE

MatrixLegal LLC

Los Angeles, California

Temporary Document Reviewer on assignment at Munger, Tolles & Olson LLP November – March 2008

Reviewed and prepared reports for discovery documents regarding copyright issues involving multi-billion dollar companies and unfair business practices involving a publicly traded company, using Kroll OnTrack and Relativity software.

Los Angeles County Superior Court, Central District

Los Angeles, California

Extern for Justice Alexander H. Williams III

January 2008 – May 2008

Reviewed briefs; conducted legal research; participated in settlement conferences.

City Attorney's Office of Los Angeles

Los Angeles, California

Civil Litigation Department

Summer Law Clerk

Summer 2006

Reviewed documents and researched issues involving civil matters and summarized findings in interoffice memoranda; drafted motions.

Law Offices of Richard D. Fraade

Los Angeles, California

Legal Assistant

2002 - 2003

Performed legal research; drafted and filed employment based immigration petitions; drafted correspondence for attorneys' signatures; interfaced regularly with clients and their representatives; maintained trial and filing calendars; managed all paper flow; spearheaded firm's first dissolution of marriage case.

Law Offices of Joel T. Glassman

Los Angeles, California

Legal Assistant

1999 - 2000

Drafted legal memoranda and pleadings; summarized transcripts; created witness summaries; managed all client billing; provided support through phone work and interaction with all professional levels

LANGUAGES

Bilingual – Korean

COMPUTER SKILLS

LEXIS/NEXIS, Westlaw, Corel WordPerfect, Microsoft Office