



ADRIANA AGÜENA

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EXPERIENCE

University of California, Davis, School of Law
International Partnership Coordinator

Davis, CA
Aug. 2018- Current

Under general direction of the Associate Dean of International Programs, market, design and implement the global recruitment strategy for the UC Davis School of Law International Law Programs. Responsible for country focus and strategies to achieve targeted recruitment goals and creating a stronger UC Davis School of Law global brand.

Plan, implement and coordinate the inbound and outbound JD international exchange programs. Independently manage the admissions process and program planning for the Visiting Scholars yearlong, J.D. Exchange semester or yearlong program for foreign lawyers, judges, PhD/graduate/undergraduate-level students, and other custom programs. Provide counseling to 100+ prospective and 30+ accepted Visiting Scholars and Exchange students regarding application process, qualifications requirements, registration/admissions, scholarships, visa issues, academic process/ courses choices, program requirements and program completion. Plan and implement educational programs.

The Burton Law Firm
Paralegal

Sacramento, CA
Feb. 2017 – June 2018

Provided support to litigation team in the form of being primarily responsible for organizing case files for trials, scheduling meetings with witnesses and overseeing cases until completion. Collaborated with the marketing department to execute events for current and prospective clients. Promoted the law firm in fundraising events such as Sactown Baldies, Keaton Raphael Golf Tournament. First point of contact with prospective clients in person and by phone. Planned and implemented case tracking system increasing office efficiency. Contributed with ideas for the employee recognition program.

A² Consulting – Education Services
International Student Consultant

Sacramento, CA
May 2014 – Sept. 2016

Founded private consulting business to provide a variety of support services and resources to international law students of diverse cultures, backgrounds, and orientations. Provided academic advising for class scheduling and degree plans for primarily LL.M. student populations.

Counseled exchange students on developing necessary skills to be successful with their academic studies. Coached and taught planning and organization skills, and tutored students on basic legal skills such as case briefing, research methods and critical reading.

University of the Pacific, McGeorge School of Law
International Recruiter

Sacramento, CA
Mar. 2013 – Apr. 2014

Recruited international students for Masters of Law (LL.M.) programs and promoted the International Studies Center. Represented school at the U.S. Law School Conferences in Japan and South Korea resulting in increased exposure of the school in this region. Assisted in the planning, implementation, and evaluation of various activities for international students. Counseled exchange and international students regarding applications, admissions and academic success. Delivered presentations promoting the various programs offered by the university.

District Attorney's Office
Trial Assistant II

Bend, OR
Mar. 2008 – July 2011

Provided administrative and organizational support for Deputy District Attorneys assigned to felony court cases. Drafted complex affidavits and motions, prepared and organized case files for trials. Worked with the Victims' Assistance Program and the KIDS Center. Interpreted English language for Spanish-speaking victims of crimes at Grand Jury proceedings. Performed legal clerical, office, and team support duties, including scheduling witness and client meetings, and coordinating pre-trial logistics.

EDUCATION

University of the Pacific, McGeorge School of Law, Sacramento, CA
Master of Law in U.S. Law and Policy, May 2012

Awards: Women Lawyers of Sacramento Scholarship (2011); Unity Bar Association of Sacramento (2011)

Honors: Nominated by the international students to give the graduation speech on behalf of LL.M. class.

Activities: Served as a mentor in the international student mentor program. ^LSEP

Faculdade de Direito (F.A.D.I. Law School), São Paulo, Brazil
Baccalaureate Law Degree, January 2005

ADDITIONAL INFORMATION

Languages: Portuguese (native), Spanish (fluent).

Volunteerism: Involved in community organizations, including NX2IN Life Greatness Coaching program for students from all over the world.

Interests: Guest speaker and teacher at Brazilian Meditation Group. Zumba trainee.