

Victoria Fong

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EDUCATION

Georgia State University Atlanta, GA

May 2022

Bachelor of Science in Criminal Justice - Legal Studies Concentration

GPA 3.0 ; GPA 3.4 (Last 82 Credit Hours)

Academic Award : Dean's List (3 Semesters)

WORK EXPERIENCE

Peachstate Lawyer Atlanta, GA

January 2022 - March 2022

Legal Intern

- Assist with preparation for trials, hearings, and depositions.
- Conducting research, assembling legal documents and evidence on each case from when the client first hires to finish.
- Observe any videos or pictures as evidence and take notes on who everyone is and what has happened at the crime scene.
- Observe a lawyer should hold in the courtroom in front of their clients and the judge and shadow the role of a lawyer.
- During court sessions, observe how other lawyers represent their clients and see how the judges push the process.
- Went with a lawyer to multiple county jails to meet clients and inmates and pick up subpoenas.

Peachstate Lawyer Atlanta, GA

October 2021 - December 2021

Legal Assistant

- Update client's information. Prepare, keep and organize court files and paperwork.
- Maintain legal files and other relevant information in digital databases.
- Gather information about cases, find out who is the judge, prosecutor, and the court date.
- Manage case files and organize internal court records for easy access at any time.
- Organize, assess, and file necessary documents and research and gather related legal information.

Stäge Kitchen & Bar Peachtree Corners, GA

July 2021 - Present

Food Server

- Responsible for taking customer orders and ensuring customer satisfaction.
- Recommending daily specials and discounts to successfully up-sell limited-time food products.
- Successfully solved customer conflict and problems when mistakes were made with orders and payments.
- Introduced customers to new menu items and successfully built and fostered customer relationships.

District III Restaurant Alpharetta, GA

September 2019 - Present

Food Server

- Successfully obtained a state liquor license to legally serve alcoholic beverages.
- Processing payments and handling cash and credit transactions.
- Built and maintained customer relationships.
- Responsible for taking orders and communicating with the kitchen and other staff.

Panera Bread Duluth, GA

May 2017 - September 2019

Team Member

- Provide an excellent service experience and exceptional care for every Guest to ensure satisfaction.
- Responsible for serving food, preparing the dining room, and fulfilling customer orders and requests.
- Trained new team members on procedures, customer service, sales techniques, and operating cash registers.
- Maintained a safe and clean food environment, and performed opening and closing duties in the morning and at night.

AWARDS AND COMPETITIONS

Color Guard / Winter Guard members at Chattahoochee High School Alpharetta, GA

2016 - 2018

SAPA (Southern Association for Performance Arts) Championships Participant (2017 & 2018).