

ELIZABETH C. SHANNON

323 W. 75th St, New York, NY 10023 · (224) 315-6794 · libbyshannon3@gmail.com

EDUCATION

Fordham University, Manhattan, NY

Bachelor of Arts in Political Science, Minor in Fashion Studies, **GPA: 3.954**

Fordham University, London, England, Study Abroad Program

May 2025

Spring 2024

AWARDS & HONORS

Phi Kappa Phi 2024, Alpha Sigma Nu Jesuit 2023, Pi Sigma Alpha Honors Society 2024, Dean's List 2021-2024

RELEVANT EXPERIENCE

Brick & Patel, LLP, Legal Intern, Rockefeller Center, New York, NY

2024-Present

- Collated Estate Planning Binders for clients;
- Compiled Exhibits for Probate Documents;
- Proof-read Contracts, Wills, and LLC Agreements;
- And acted as a witness and sat in on court calls/client calls.

Fordham Law School, Law Library Staff Member, New York, NY

Summer 2024

- Organized textbooks and located research materials for law students;
- And managed the circulation desk: answered phone calls and facilitated retrieval of bar pass cards.

9/11 Memorial & Museum, Community & Governmental Affairs Intern (CGA), New York, NY

Fall 2023

- Contacted congressional offices and distributed dear colleague letters, gaining 20 new co-sponsors for federal funding legislation;
- Created 1-2 weekly research briefings on potential museum donors and high-profile visitors and presented the information to the CGA team;
- Designed social media posts with Canva;
- And planned museum events for donors, government officials, and museum visionary network members.

Buckley Fine, LLC, Legal Intern, Barrington, IL

2021-2023

- Scanned, saved, and filed documents relating to Estate Planning, Tax Law, and Corporate Law;
- And worked at the reception desk: answered all phone calls, interacted with clients, and ordered supplies.

Fordham Fashion Law & Business Club, Vice President, New York, NY

2022-2023

- Created content for all social media and managed/edited the club blog.
- Organized meetings and contacted club event speakers.

Fordham Fashion Design, New York, NY

Fall 2023

- Created/designed my own personal fashion brand collection. Presented it in three critiques.

Fordham Philosophy Club, Secretary, New York, NY

2021-2023

- Acquired all event/meeting space and managed the club email (MailChimp).
- Organized all club meetings and oversaw all marketing efforts.

Fordham Pre-Law Society, Member, New York, NY

2021-Present

- Connect Fordham students with legal resources and networking opportunities.

Food Bank for NYC, Volunteer, New York, NY

2024-Present

- Distribute groceries to community members and serve food at community meals.

Planned Parenthood, Volunteer, Chicago, IL

2024-Present

- Completed patient escort training to help patients at different locations across Illinois.

For the Many, Fundraising Team, New York, NY

2021-2023

- Raised money for a grassroots movement in NYC, advocating for more accessible healthcare & housing.

RELEVANT SKILLS

Legal Document Organization · Legal Writing · Market Research · Event Planning · Communication · Data Management · Microsoft Office Suite · Legislative Research · Cold-Calling

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