

SARAH KHOURI

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EDUCATION:

UNIVERSITY OF SOUTH CAROLINA SCHOOL OF LAW

Columbia, South Carolina

Candidate for Juris Doctor, May 2013

Student Bar Association

Member of the Mock Trial team

Dean's List Fall 2011, Spring 2012    Phi Delta Phi Legal Fraternity

COLLEGE OF CHARLESTON

Charleston, South Carolina

Bachelor of Arts in Political Science, May 2009

Honors graduate

Charles University, Czech Republic Study Abroad

EMPLOYMENT:

Bluestein, Nichols, Thompson & Delgado, LLC, Columbia, South Carolina

Law Clerk, June 2011 to Present

Draft documents for social security department

Draft documents for VA benefits department

Finkel Law Firm, North Charleston, South Carolina

Legal Assistant, June 2009 to July 2010

Initiated foreclosure process based on judicial guidelines

Requested missing documents per client specifications

File Clerk/Runner, May 2008 to August 2008

Handled incoming and outgoing correspondence

Organized and maintained file room

State Budget and Control Board, Columbia, South Carolina

Intern, June 2007 to August 2007

Reviewed applications for SC Competitive Grants program

Lieutenant Governor's Office, Columbia, South Carolina

Intern, March 2005 to June 2005

Responded to constituent calls

Carrigg Law Firm, Irmo, South Carolina

Intern, August 2004 to June 2005

Provided clerical support for secretarial and associate staff