

RYDEN ANDERSON

rydenanderson@alumni.smu.edu

EDUCATION

SOUTHERN METHODIST UNIVERSITY — DALLAS, TX

- Bachelor of Arts with Distinction in English with Creative Writing Specialization *May 2011*
- English GPA: 3.85; Overall GPA: 3.46
- 2011 Norton Writer's Prize — 1st prize in a national competition offered by W. W. Norton & Company, Publishers
- 2011 Belle Mayer Bromberg Prize for Excellence in English — SMU English Department's highest honor
- 2010 George S. Bond Prize for Outstanding Essay in Poetry
- SMU Dean's List for Academic Excellence
- Sigma Tau Delta, International English Honor Society
- Eta Sigma Phi, National Honor Society for Latin & Greek
- Golden Key International Honor Society

SEWANEE: THE UNIVERSITY OF THE SOUTH — SEWANEE, TN

- Earned 64 credit hours towards a Bachelor of Arts *August 2004 – May 2007*
- Wilkins Scholar (½ tuition — Sewanee's second most prestigious merit-based scholarship)

RELEVANT EXPERIENCE

UNIVERSITY OF TEXAS PARALEGAL CERTIFICATION PROGRAM

March 2012

- Researched legal issues related to an assigned fact pattern in Westlaw, LexisNexis, and at SMU's Underwood Law Library
- Drafted petition, answer, discovery documents, motion for summary judgment & brief in support, client correspondence, interoffice memo, and time sheets
- Studied essential paralegal skills, torts, contract law, and Texas procedures

INDEPENDENT STUDY WITH PROFESSOR WILLARD SPIEGELMAN

Spring 2011

- Produced a 30-page scholarly analysis of James Merrill's epic poem, *The Changing Light at Sandover*
- Designed own course of study combining a detailed examination of the text itself with in-depth research

DEPARTMENTAL DISTINCTION SEMINAR IN LITERARY THEORY

Fall 2010

- Compiled a 20-page critical casebook on the role of Clarissa in Alexander Pope's *The Rape of the Lock*
- Researched criticism surrounding this issue, focusing on 4 critics with disparate theoretical viewpoints
- Synthesized research with own analysis to elucidate theoretical issues at stake in this critical "problem"

THE SOUTHWEST REVIEW, SMU — STUDENT ASSISTANT

September 2009 – May 2011

- Utilized MS Access to log approximately 200 submissions/month into database and log rejections out for mailing
- Designed & implemented new submission organization system to increase efficiency

SMU DEDMAN SCHOOL OF LAW — INTERN, SUMMER & WINTER BREAKS

May 2004 – August 2007

- Wrote and edited copy for major portions of *The Quad*, annual alumni magazine
- Transcribed Koran into indexed electronic format to provide the Dean with mobile access while abroad in Muslim nations
- Trained junior interns

OTHER EXPERIENCE

WHITEROCK COURT – SERVER

July 2011 – Present

- Provide friendly and courteous meal service to residents of an independent senior living community

DALLAS MUSEUM OF ART – MEMBERSHIP SERVICES ASSOCIATE

September 2008 – May 2009

- Developed client relations by tending to new and existing members' needs and selling new memberships

ON THE BORDER & PICASSO'S PIZZA – SERVER

August 2007 – September 2008

- Balanced multiple simultaneous customer groups in a fast-paced setting, providing impeccable service

OFFICE OF RESIDENTIAL LIFE, UNIVERSITY OF THE SOUTH

PROCTOR, ELLIOTT HALL

August 2006 – May 2007

- Planned & directed educational and social programs for the residence hall and enforced dorm rules
- Coordinated with Residential Life staff, such as the Assistant Dean of Students, Head Resident, and Assistant Proctors

ASSISTANT PROCTOR, GORGAS HALL

August 2005 – May 2006

- Advised a group of 15 freshmen to aid in their acclimation to the academic and social life at Sewanee

SKILLS

- Experienced in Westlaw, LexisNexis, and law library research
- Proficient in Windows, Mac OS X, MS Office, iWork, Word Perfect, Microsoft Access, Adobe Photoshop, and others
- Talented at written and oral communication

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REFERENCES

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