

DAVID Y. CRANSTON

Email: dycranston@gmail.com

EDUCATION

University of Connecticut

Bachelor of Arts, Political Science, May 2011

- Graduated magna cum laude with 3.79 cumulative GPA
- Dean's List, College of Liberal Arts and Sciences, Fall 2008-Fall 2009 and Fall 2010-Spring 2011
- 2009 New England Scholar for academic achievement; awarded to students who earn GPA of 3.7 or higher both semesters of a calendar year

CONTINUING EDUCATION

University of Texas at Austin

Paralegal Certificate, December 2011

- Graduated class valedictorian with 97.2 numerical grade
- Completed courses that developed skills and knowledge vital for paralegals, including legal research methods, drafting legal documents, extensive coverage of tort and contract law, and a comprehensive look at rules of civil procedure in Texas
- Assembled client file as a semester-long class project: wrote demand and client letters, composed interoffice memorandum analyzing legal issues, prepared questions for the client interview, drafted summons and complaint as well as requests for admissions, interrogatories, and production of documents from opposing party, organized motion for summary judgment, and compiled trial brief with arguments and citations in support of summary judgment motion
- Trained in effective use of both Westlaw and Lexis databases and support tools, as well as law library research through digests, reporters, and legal encyclopedias

WORK EXPERIENCE

Office of State Senator Carlos Uresti, Austin, TX

Legislative Intern. Answer phone calls, screen mail, and direct to appropriate staff. Update Constituent Management System (CMS) with new complaints and requests for assistance. Draft letters and contact state agencies to process constituent cases, and enter all actions in CMS. *October 2011-Present*

Connecticut General Assembly, Hartford, CT

Legislative Intern. Worked for State Senator Thomas Colapietro. Assisted in filing legislation for General Law Committee and in preparing materials for committee meetings and public hearings. Helped handle correspondence and generate responses to constituent messages. *January 2010-May 2010*

Jorgensen Center for the Performing Arts, Storrs, CT. Usher 2007-2009, Section Leader 2009-2011.

CVS/pharmacy, Fairfield, CT. Sales Associate 2009-2011.

ACCOMPLISHMENTS

- Member of Phi Beta Kappa national honor society
- Member of Phi Kappa Phi, all-discipline honor society
- Member of Pi Sigma Alpha, political science honor society