

# Rita Dixon

Detroit, MI  
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Authorized to work in the US for any employer

## Work Experience

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### **Graduate Student Intern**

State Appellate Defenders Office - Detroit, MI  
June 2021 to September 2021

Case Management, Assistant to Attorney, Confidentiality, Data Entry

### **Administrative Coordinator**

Cass Cafe - Detroit, MI  
January 2018 to August 2021

Ensured guests were greeted and treated properly.  
Managed multiple guests at a time.  
Organized parties as needed.  
Scheduled future events as needed.

### **Undergraduate Student Intern**

SADO-Michigan State Appellate Defender Office - Detroit, MI  
May 2018 to July 2018

Observing and consulting attorneys involved in criminal defense.

## Education

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### **Bachelor's in Criminal Justice Pre-Law, Philosophy**

Wayne State University  
September 2016 to September 2021

Avondale High School - Auburn Hills, MI

## Skills

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- Communications
- Teamwork
- Quality Assurance
- Organizational Skills
- Microsoft Proficiency
- Legal Research

- Legal Drafting
- Case Management
- Writing Skills
- Proofreading
- Presentation skills
- Project management
- Calendar management
- Experience working with students
- Litigation
- Personal assistant experience
- Legal case management (4 years)
- Legal research (4 years)
- Marketing
- Data mining
- Microsoft Excel (8 years)
- Technology (4 years)
- Sales
- Management
- Typing
- Tutoring
- Customer service