

Daniel D. Dunnaway

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5232 Jackson Street
Hattiesburg, MS 39401
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EDUCATION

The University of Mississippi School of Law, Oxford, MS

Juris Doctor expected, May 20xx

GPA: 3.28 (top x%)

Mississippi Law Journal, Member

Outstanding Student Award Contracts, Spring 20xx

University of Southern Mississippi, Hattiesburg, MS

Bachelor of Arts, Economics, May 20xx, 3.62 GPA

University of Southern Mississippi Scholar; Honor Roll, 4 semesters;

Member, Pre-Law Society.

EMPLOYMENT

US Department of Housing and Urban Development, Jackson, MS

Law Clerk

Summer 20xx

Prepared various pleadings, including motions to compel discovery, demurrers, complaints, motions to strike, requests for temporary restraining orders and temporary protective orders, motions to dismiss and motions for summary judgment. Drafted final accusations and discovery request for administrative hearings. Wrote deposition summaries, jury instructions, witness lists, motions *in limine* and exhibit lists. Reviewed case files, researched legal issues and prepared opinions.

Office of the Attorney General, Jackson, MS

Law Clerk – Vulnerable Adults Unit

Summer 20xx

Assisted prosecutors with investigating cases involving abuse, neglect, or exploitation of a vulnerable adult residing in a private home. Interviewed victims, obtained case facts, analyzed evidence, drafted memoranda, participated in trials and hearings.

Matias & Madsen, Hattiesburg, MS.

May 2002 – May 20xx

Accounting Clerk - part time

Researched a variety of foreign and domestic tax issues. Participated in and conducted audit tests. Prepared corporate, partnership and individual tax returns.