

Bella Hoffman

EDUCATION

August 2020-December 2023

Gettysburg College | Gettysburg, PA
Bachelor of Arts in Psychology and Sociology
GPA: 3.54

RELATED EXPERIENCE

Resident Assistant | *Gettysburg College Residential Education* | Gettysburg, PA August 2022-December 2023

- Educated and enforced college conduct policies among first-year students.
- Aided students in adjustment to college life including time management, involvement, and roommate conflicts.
- Communicated with other resident assistants during meetings and to plan events.
- Presented monthly meetings to a large group of people.
- Time-managed work commitments with academics and extracurriculars.
- Shared and encouraged students to use the resources offered by Gettysburg College.

Courthouse Intern | *Lehigh County Courthouse* | Allentown, PA. May 2023-August 2023

- Observed various legal proceedings.
- Connected with legal professionals to discuss court proceedings.
- Learned about the legal process from arrest to parole.

LEADERSHIP & VOLUNTEER EXPERIENCE

Co-Captain, Treasurer | *Mock Trial* | Gettysburg, PA

September 2020- Present

- Witness character awards (Spring '21).
- Manage club budget.
- Facilitate team practices and meetings.
- Network with other teams.

Co-President | *Pre-Law Club* | Gettysburg, PA

September 2021-Present

- Attend a weekly meeting that discusses how to study for the LSAT and the law school application process.
- Network with other students in law school as well as professionals.
- Facilitate meetings and discussions about law school.
- Prepare weekly meeting agendas and presentations.

Member | *Student Conduct Review Board* | Gettysburg, PA

May 2020- August 2022

- Listen to student testimony in regard to conduct violations.
- Decide sanctioning if student is found responsible for a conduct violation.

SKILLS

-MS Office: Proficient
-Team Building
-Be There Certificate
-WordPress

-Basic conversational Spanish
-Collaboration
-CITI training
- Thinglink

-Google Suites: Proficient
-Critical Thinking
- SPSS proficient
- Flourish
