

JACKIE SOWA

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EDUCATION

Juris Doctorate

2020 - 2023

University of Illinois at Chicago School of Law, Chicago, IL

Honors: Trial & Arbitration and Dispute Resolution Team, 3rd Place at Villanova Negotiation Competition

Leadership: Entertainment and Sports Law Society, *Vice President* | Hellenic Law Society, *Founder & Secretary* | Catholic Lawyer's Guild, *President*

Activities: Hellenic Bar Association | Advocates Society | Chicago Bar Association | Illinois Bar Association

Awards: Villanova E-Sports Negotiation Competition, *3rd Place* / 1L Intellectual Property Legal Writing, *Selected to participate in specialized Legal Writing course prior to 1L year*

Bachelor of Business Administration, Marketing & Sport Management

2015 - 2019

Loyola University Chicago, Quinlan School of Business, Chicago, IL

Honors: Dean's List (Spring 2017-2019)

Leadership: Sport Management Club, President (2017-2019) | Director of Sport Management, Teacher's Assistant (2016-2019)

PROFESSIONAL EXPERIENCE

Skoubis Alikakos LLC, Schaumburg, IL.

May 2022 – September 2022

Law Clerk

- ◆ Organized events to increase positive name recognition to increase brand recognition of a new firm
- ◆ Required a high level of attention to detail in drafting various business and real estate contracts
- ◆ Assisted in litigation preparation for various probate matters including will contesting and intestacy

Office of the Indiana Attorney General, Indianapolis, IN

January 2022 - May 2022

Law Clerk

- ◆ Researched and drafted various judicial orders and bench memoranda in civil and criminal cases
- ◆ Provided research assistance for assigning attorneys on charges against government officials and §1983 claims

U.S. Department of Homeland Security, Chicago, IL

May 2021 - August 2021

Extern, Office of the Chief Counsel, ICE Division

- ◆ Assembled exhibits for trials and assisted in 8 winning cases against domestic terrorism
- ◆ Drafted memoranda to implement various tactics ensuring proper immigration regulations are upheld
- ◆ Researched foreign country conditions to determine whether admission was acceptable under the new administrative laws and regulations

L&W Tool and Screw Machine Products, Inc., Itasca, IL

April 2020 - August 2020

Website Designer & Sales/Operations Manager

- ◆ Analyzed financial statements, business summary reports, and monthly recaps to attain data based on product comparable percentages for review, increasing store efficiency of all employees by 13%
- ◆ Generated reports on Excel and PowerPoint to conduct trend analysis and research on competitors, identifying target markets to optimize website sales to leverage customer retention by 15% YTD
- ◆ Expanded customer base by 6% through designing a website and creating a LinkedIn page while managing a high volume of inbound and outbound inquiries

Chicago Bears Football Club, LLC., Chicago, IL

July 2019 - April 2020

Executive Suites Services & Sales Seasonal

- ◆ Managed 20 gameday staff & assigned 500 tasks per game to ensure 100% client satisfaction
- ◆ Developed training materials and operational workflows for internal processes, creating 10+ infographics describing passwords, websites, and merchandise stock
- ◆ Executed and created event checklist and run-of-show for internal staff to ensure maximum preparation for each gameday