

# Amanda Hamilton

1060 Bush St. #115 San Francisco, 94109 (415) 797-7090 [hamiltam@uchastings.edu](mailto:hamiltam@uchastings.edu)

## Education

University of California, Hastings College of the Law May 2014  
Juris Doctor Candidate

University of California, Irvine June 2009  
Bachelor of Arts, *cum laude*, Film and Media Studies  
Outstanding Screenwriting Award

## Experience

**IRS Volunteer Income Tax Assistance (VITA)**, San Francisco, CA Spring 2012  
*Volunteer*  
Help low-income individuals and families meet their tax responsibilities.

**Verizon Wireless**, Irvine, CA 12/2010-3/2011  
*Coordinator Technical Support II*  
Provided second tier technical support for smartphones and mobile broadband devices, utilized an advanced set of tools and resources to assist customers in fixing their issues.

**Verizon Wireless**, Irvine, CA 1/2010-12/2010  
*Customer Service Representative*  
Resolved customer billing issues, provided first tier technical support for handset configuration issues, kept abreast of product, service, and policy changes.

**Shawn H. Hamilton, M.D., Inc.**, Irvine, CA 2004-2009  
*Front Office Receptionist*  
Gathered co-payments, processed patient insurance, and negotiated needs of healthcare providers, patients, pharmacists, and health insurance representatives.

**Outback Steakhouse**, Irvine, CA 2007-2009  
*Server*

## Leadership

**Hastings Chinese Law and Culture Society** 8/2011-present  
*Internal Vice President*  
Coordinate social events with campus organizations and plan speaker events.

**Language Exchange Program (LXP)** 2007-2009  
*Founder and President*  
Led weekly structured meetings to facilitate language practice between native speakers in English and Chinese. Developed activities for each meeting, collaborated with student organizations and UCI faculty to boost attendance and increase funding.

## Languages

Conversational and literate in Spanish and Mandarin Chinese.