**Gabrielle Gutierrez**

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www.gabriellesgutierrez.com

**OBJECTIVE**

* Organized, detail-oriented, and motivated student seeking a pre-law summer internship.

**EDUCATION**

**California Polytechnic State University —** Orfalea College of Business  **San Luis Obispo, CA**

Bachelor of Science in **Business Administration**, Minor in **Law and Society** June 2025

* **GPA**: 4.00
* **President’s List**: 2021-2022, 2022-2023
* **University Honors Program**

**WORK EXPERIENCE**

**Full Time Intern, Contracts Administrator**   **Boulder, CO**

*Congruex*  June 2022 - August 2022, June 2023 - July 2023

* Sent and obtained signatures on NDAs and MSAs
* Reviewed redlines in NDAs and MSAs to understand contract provisions and reasoning behind negotiations
* Processed, organized, and performed maintenance on 5,000+ files in Evisort
* Initiated the setup of workflow in Evisort
* Set up operating units with Asuretify (third party insurance management agency)
* Reviewed current suite of contract templates and verified consistency
* Recognized by corporate executives with 2 “True GRIT” awards for consistently showing guts, reliability, innovation, and teamwork, as well as by colleagues with “Teamwork” award

**LEADERSHIP & INVOLVEMENT**

**Juvenile Hall Volunteer**   **San Luis Obispo, CA**

*Restorative Partners*  April 2023 - Present

* Foster healing relationships with incarcerated youth in the SLO County Juvenile Hall
* Facilitate weekly programs such as education, career preparation, chess, and art
* Attend ongoing, in-depth, training sessions about restorative justice and the prison system
* Promote a deeper sense of community within the facility

**Peer Mentor**   **San Luis Obispo, CA**

*Orfalea College of Business*  February 2023 - Present

* Provide intentional and individualized mentorship weekly to 4 students
* Prepare goal-oriented curriculum for each mentoring session
* Hold a position on Hiring Committee
* Review candidates’ application materials and interview qualified candidates
* Attend weekly staff meetings

**Learning Assistant**   **San Luis Obispo, CA**

*Cal Poly University Honors Program*  September 2022 - December 2022

* Mentored first-year students as they adjusted to the Honors Program
* Led activities and facilitated discussions to encourage students to connect with one another
* Guided a group of 6 students as they worked on a quarter-long project
* Graded and provided feedback on students’ project deliverables

**SKILLS**

* Proficient in Microsoft Office, Google Suite, Evisort, Thomson Reuters Westlaw