

# Jane K. Smith

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## EDUCATION

### **The University of Toledo College of Law**, Toledo, Ohio

*Juris Doctor*, anticipated May 2024

GPA: Available January 2021  
Class Rank: Available May 2021  
Activities: Student Bar Association, *Member*  
Business Law Society, *Member*

### **Michigan State University**, East Lansing, Michigan

*Bachelor of Business Administration*, Finance, *Cum Laude*, May 2018

GPA: 3.52  
Honors: Dean's List (6/8 Semesters)  
Beta Alpha Psi  
Sports: Women's Golf Team, *Co-Captain*  
Activities: Michigan State University Finance Association, *Treasurer*  
Student Investment Association, *President*

## EXPERIENCE

### **Stone Ridge Golf Club**, Bowling Green, Ohio

*Course Manager*, May 2018 – Present

- Review and negotiate leases for 2 range vehicles and more than 45 golf carts
- Reconcile income and expenses at the end of each month
- Manage a team of 10 course rangers, 12 course caretakers, 4 cart operators, and 1 golf professional

### **Securities and Exchange Commission**, Washington DC

*Financial Intern*, May 2017 – July 2017

- Conducted investigatory research into Form 8-K filings and created a working summary document
- Assembled investor and broker-dealer profiles for ongoing investigations

### **Smith, Smith & Jones Law, PLC**, Pittsburgh, Pennsylvania

*Intern*, May 2015 – July 2015, May 2016 – July 2016

- Advocated for clients during 6 mediations
- Wrote internal memoranda on consumer fraud, foreclosure defense, and debt collection
- Restructured fee collection process, resulting in a 12% increase in delinquent fees collected

*Legal Secretary*, December 2012 – August 2014

- Conducted research on municipal zoning codes, state statute of limitations, and federal civil procedure for civil litigation
- Interviewed potential clients and facilitated firm communication

## LANGUAGES

**German**, fluent speaking, basic reading skill

**Spanish**, conversational speaking