

Heather Freinkel

██████████ Oakland, CA 94608 ██████████ ██████████

SUMMARY

- Excellent written and oral communication skills.
- Training in research methodology, and experience in data entry and management.
- Experience in research and writing as well as providing direct services to clients facing crisis situations.

PROFESSIONAL EXPERIENCE:

Eswald and Wasserman, San Francisco, CA

Data Collector, 2011

- Interviewed pedestrians in San Francisco neighborhoods regarding parking and transportation issues.
- Observed and recorded data on survey participation.

City Maps, San Francisco, CA

Data Collector, 2011

- Mapped the locations of commercial establishments in San Francisco.
- Collected data including business type and contact information for each business.
- Separated businesses into categories and integrated mapping data into spreadsheets.

National Housing Law Project, Oakland, CA

Hastings 1066 Bridge Fellow, 2010-2011

- Drafted model pleadings for tenants facing eviction because of foreclosure.
- Created know-your-rights materials for tenants who are victims of domestic violence and presented information using Microsoft Publisher.
- Drafted articles for the nationally-distributed Housing Law Bulletin.

Homeless Action Center, Oakland CA

Law Clerk, 2010

- Assisted attorneys in preparing public benefits claims for disabled clients.
- Researched and drafted a memo on judicial bias in administrative law hearings.
- Interviewed clients seeking public benefits including SSI and general assistance.

Tenants Together, San Francisco, CA

Law Clerk, 2008-2010

- Developed and operated a hotline for tenants whose homes are in foreclosure.
- Drafted legislative updates and a foreclosure process summary for advocates.
- Researched legal protections for Section 8 tenants facing foreclosure evictions.

Office Manager, 2006-2007

Bay Bridge Motors/Clean Green Collision, Oakland, CA

- Ran front office operations for the auto repair shop, including customer service.
- Managed customer invoices, accounts payable, and accounts receivable.
- Ordered parts and maintained shop inventory.

EDUCATION

University of California, Hastings College of the Law, San Francisco, CA
J.D., 2010, *cum laude* (Admitted, California State Bar)

University of California, Santa Cruz, Santa Cruz, CA
B.A., Sociology, 2004, *with honors*

REFERENCES

Kathleen Hunt, Supervising Attorney
Unique Law

[REDACTED]
El Cerrito, CA 94530

[REDACTED]

Dean Preston, Executive Director
Tenants Together

[REDACTED]
San Francisco, CA 94103

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Philip Rapier

[REDACTED]
Oakland, CA 94612

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