

ANDRÉA CHARLES

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EDUCATION

WASHINGTON UNIVERSITY SCHOOL OF LAW

St. Louis, MO

J.D. Candidate | GPA: 3.35

May 2025

- Honors: Scholar in Law Award (merit-based scholarship)
- Activities: Graduate Student Representative to the Board of Trustees
Student Bar Association, IL Representative 2022/23, President 2023/24
School of Law Dean Search Committee Member
Black Law Student Association, Treasurer 2023/24
Inaugural Pilot Leadership Program, Participant
Executive Notes Editor, Journal of Law and Policy

LINDENWOOD UNIVERSITY

St. Charles, MO

B.A. in Political Science | GPA: 3.98

December 2021

- Honors: Dean's List (All Semesters)
Alpha Chi (National College Honor Society)
Omicron Delta Epsilon (International Honor Society)
- Activities: Division II Track and Field Athlete (400m; 400m Relay)
Social Innovation Challenge, Design Thinking Workshop
LindenPeers Mentor Collective

EXPERIENCE

AMUNDSEN DAVIS

Chicago, IL

Summer Associate

May 2024 – July 2024

- Assisted attorneys in multiple practice areas to complete legal research and drafting legal memoranda
- Provided assistance to supervising attorneys in court on tort matters
- Drafted deposition abstracts to provide a concise overview of witness testimony
- Drafted an answer to deny allegations from the opposing party
- Assisted in creating a non-litigation slide show to educate our clients on legal topics

WASHINGTON UNIVERSITY OFFICE OF THE GENERAL COUNSEL

St. Louis, MO

Association of Corporate Counsel Summer Intern

May 2023 – July 2023

- Conducted legal research for matters pertaining to Intellectual Property law
- Drafted memoranda regarding school policies and safety measures
- Attended board meetings at Barnes Jewish Hospital to stay up to date on matters affecting school policies

BEACON HILL STAFFING GROUP – AMERICAN TOWER CORPORATION

Boston, MA

Assistant to Chief Security Officer

March 2022 – August 2022

- Communicated with partners to implement a global security program
- Managed the CSO's calendar, budget, scheduled appointments, and organized meetings

Assistant Office Manager

- Provided day-to-day support to hundreds of employees by organizing meetings and providing office supplies
- Maintained office organization and layout by overseeing operations and communicating with executives

LINDENWOOD UNIVERSITY

St. Charles, MO

French Tutor

January 2019 – March 2020

- Scheduled weekly appointments with eight students to enhance their oral communication skills in French
- Assisted students in understanding cultural differences between France and the United States

LANGUAGES & INTERESTS

French (Native) | Haitian Creole (Competent) | Playing Piano | Creating Animations