




DYONTE BLAKE


LAW SCHOOL STUDENT

CONTACT

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Denver, CO 

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CAREER OBJECTIVE

Seeing entry-level internship position. Bringing a 4.9 GPA, flexibility, forward-thinking, and outstanding dedication to the organization's affairs while looking to gain experience in the field.

EDUCATION

Bachelor of Science

Mathematics

University of Colorado,

Denver

2006 - 2010

Denver, CO

SKILLS

Detail Oriented

Reliable

Teamwork

Verbal Communication

Hard Working

Mediation

Negotiation

WORK EXPERIENCE

Summer Intern

SCOR

2020 - 2020 / Denver, CO

- Managed caseload for 12 clients. Managed relationships with knowledgeable advice and expertise on all products and services offered.
- Initiated hard conversations with clients to uncover gaps in their needs and propose solutions that fit their needs.
- Administered customer complaint intake. Directed all research and resolved their issues. Achieved 4.8/5 on the customer feedback platform.
- Created and managed processes to compile data, study historical experience, store the results, and produce outputs that are easy to use. Reduced loss of information by 6%.

Law Clerk

ARK Solutions

2019 - 2019 / Denver, CO

- Assisted in preparation of draft legal documents, such as motions, briefs, and memoranda of law.
- Reviewed documents for relevance and privilege; assisted attorneys with all phases of litigation.
- Managed clerk research team to assist with 50+ cases.
- Managed court calendars and schedules while maintaining 100% accuracy.

Data Analyst

Nielsen

2010 - 2017 / Denver, CO

- Managed the building of multidimensional data sets used to value sponsorships across different media platforms resulting in 43% increase in platform traffic.
- Achieved mastery of Nielsen tools and metrics to help evaluate data to solve clients' pressing business questions.
- Produced reports across different client types that helped to identify, analyze, and decipher key performance measures. Increased accuracy of performance measures by 7%.
- Collected and analyzed data for quality, accuracy, and fitness of purpose. Errors in reports decreased by 12%.